

**GOVERNOR STIRLING SHS P&C ASSOCIATION**  
**Term 1 General Meeting Minutes**  
**Monday, 20<sup>th</sup> May 2024**  
**6:30pm – Conference Room**

**1. Meeting Opened: 6:30pm**

**2. Acknowledgement of Country**

**3. Attendance and Apologies:**

Attendance: Leo Surjan (Principal), Chris Morris (President), Alex Ellis (Secretary), Kate Donovan (Treasurer), Melanie Brittain, Carol Kidd, Jane (Pei-Chun) Hsu, Wellman Ziwenjere, Martin Anderson, Nicolette Punaivaha (via telephone), Louise Bell.

Apologies: Greg McPherson

[Memberships paid prior to commencement]

**4. ACCEPTANCE OF PREVIOUS MINUTES**

**Resolution:** That the minutes of the previous General Meeting of Governor Stirling Senior High School P&C Association on 25<sup>th</sup> March 2024 be taken as read and confirmed as a true and accurate record.

*Passed: Chris Morris*

*Seconded: Martin Anderson*

**Resolution:** That the minutes of the previous Annual General Meeting of Governor Stirling Senior High School P&C Association on 25<sup>th</sup> March 2024 be taken as read and confirmed as a true and accurate record.

*Passed: Chris Morris*

*Seconded: Martin Anderson*

**5. BUSINESS ARISING FROM PREVIOUS MINUTES**

| Actions   | Person responsible   |
|---|--|
| P&C Banking signatories: Melanie now to attend Westpac Bank to change signatories as of tonight's AGM Minutes (25/03/24). Alex to forward to Melanie. Chris Morris, Kate Donovan, and Carol Kidd now to present to bank to confirm ID. Lee Barclay sent Soren Jensen email to attend bank to sign signatories on. Done. Remove.   | Chris Morris; Melanie Brittain; Leo Surjan; Soren Jensen; Kate Donovan; Carol Kidd; Alex Ellis.                      |
| Canteen Governance and Budget Forecasts: President, Treasurer, Manager of Corporate Services, Principal, Canteen staff and accountant to meet re: spending/ordering structures of the Canteen, to improve governance of Canteen account spending, to create budget forecasts, and to set up more tasks for accountant to offload Treasurer. Also included was to set up GSSH P&C as an ACNC to get Charity status. Committee approved up to \$5,000pa for this role. To then feedback to Term 2 General Meeting, 2024.<br><b>Proposed meeting: Wednesday, 7th August (Week 4, Term 3)</b> | Chris Morris; Kate Donovan; Leo Surjan; Denis/Frank; Melanie Brittain; Carol Kidd; Bridie (Newburn Accounting & Tax) |

|  |   |
|--|---|
| Transparent process for receiving P&C Contributions from GSSHS: Kate Donovan to meet with Manager Corporate Services, GSSHS re: making a more streamlined process for P&C Contributions payments. To combine this meeting with Canteen/Finance Governance meeting mentioned earlier, as may be a task to add to accountant role.   | Chris Morris; Kate Donovan; Leo Surjan; Denise/Frank; Melanie Brittain; Carol Kidd; Bridie (Newburn Accounting & Tax) |
| GSSHS Events Calendar: Leo to discuss a communication strategy for future fundraising events with Year Coordinators and Student Council, to set calendar of events for each year level, and learning area staggered throughout the year, so P&C can be involved. Ongoing.  | Leo Surjan; Megan Smith   |
| Entertainment App: Alex to liaise with Di McRobert re: advertising on FB, getting promo templates to display in foyer and so people can email through their networks, with QR code for easy download. Done. Remove.  | Alex Ellis; Di McRobert   |
| Table Tennis Tables and Drinking Fountains: Progress of the purchase of 2 table tennis tables, and the 2 drinking fountains. Leo to ask Dave Scuderi/Engineering Dpt to laser cut a 'kindly donated by your P&C' or something similar, to place on tables and drinking fountains, and promote on website, newsletter, Connect notices, social media channels, etc. Table Tennis tables installed, well used (near Science block and at front entrance), laser cut recognition in process. Due to unforeseen circumstances and reduced student numbers, GSSHS unable to afford drinking fountains, therefore haven't used funds yet. School to invoice P&C to reimburse for table tennis tables – will do once new Manager Corporate Services starts. | Danielle Altieri; Dave Scuderi; Leo Surjan  |
| Canteen documentation: Melanie to forward Alex details of recent Food Safety Audit; electronic version of the Canteen Manager Roles and Responsibilities document; HR details of current canteen staff (including Melanie Brittain, Carol Kidd, and Skye Bartlett). Done, Remove. Quotes and Proposal for kitchen equipment – then can be put as a Financial Motion at next General Meeting, to be voted on at this meeting.   | Melanie Brittain; Alex Ellis  |
| Roles and Responsibilities: Chris Morris to complete President Roles and Responsibilities document. Still pending.   | Chris Morris  |

## 6. CORRESPONDENCE

**Resolution:** That the correspondence in since the last meeting be received:

Letter received from WACSSO (05/04/2024) – nil nominations received for Swan East Electorate for WACSSO State Council.

**Resolution:** That the correspondence out since the last meeting be received:

Emails/Application to ATO to change Authorised Contacts (previously Justin Von Perger)

## 7. PRINCIPAL REPORT

Principal's report – Leo Surjan

**Resolution:** That the Principal's report be adopted.

## 8. OFFICE BEARER REPORTS

8.1. President – Chris Morris

**Resolution:** That the President's report be adopted.

8.2. Treasurer – Kate Donovan

**Resolution:** That the Treasurer’s report and financial statements be adopted.

8.3. Canteen Report – Melanie Brittain / Carol Kidd

Need some extra staff for during Melanie’s leave or emergency back-up. Also running at a slight loss so far this term. Louise discussed option of pre-paid accounts for Canteen; may include some money entitlements from Native Title royalties, which may also help student attendance. Discussed upcoming motion re: Debit Card limit – online shopping not appropriate as often much more expensive than retailers Canteen visits to save money for P&C (Costco, IGA Midland, SpudShed).

**Action:** Volunteers – Melanie and Carol to create ad for Canteen Worker role, to forward to Leo Surjan/Di McRobert who will put in school newsletter, and register with Swan Volunteers. Can also add information in ad re: canteen workers can use volunteer hours here for Centrelink payment. May also link with job agency (for emergency situations – Chris to investigate). If nil interest – to advertise a casual Canteen Worker pool position.

Jane Hsu volunteered to assist – arranged meet-up next week.

**Action:** Leo to ask Maali Centre if any relevant Native Title Royalty-payment students, to investigate.

9. **MOTIONS ON NOTICE**

**Confirmed those present meet quorum requirements of P&C Project Assessment Panel:**

**9.1 FINANCIAL MOTION: P&C to pay Annual WACSSO Affiliation Fee invoice of \$2,186.60 before 30th June 2024 (so therefore receive 5% discount which makes amount payable \$2077.27).**

*Passed: Alex Ellis*

*Seconded: Chris Morris*

*All in favour*

**9.2 FINANCIAL MOTION: P&C approve a Debit Card for use by Canteen for purchases outside of Commercial Suppliers, with a rolling limit of up to \$1,500 per fortnight, ongoing until removed.**

*Passed: Chris Morris*

*Seconded: Alex Ellis*

*All in favour*

**9.3. FINANCIAL MOTION: P&C approve up to \$1,100 for purchase of a 500L Chest Freezer for Canteen (Good Guys: \$996 plus \$85 delivery).**

*Passed: Chris Morris*

*Seconded: Alex Ellis*

*All in favour*

**9.4. FINANCIAL MOTION: P&C approve up to \$1,000 for purchase of a pie warmer for Canteen.**

*Passed: Chris Morris*

*Seconded: Alex Ellis*

*All in favour*

**9.5. FINANCIAL MOTION: P&C approve up to \$5,000 for purchase of a Commercial Mixer for Canteen.**

*Not Passed. Canteen stated Commercial Mixer can probably last a further year (if not – can hold Exec Meeting to fund new one). Alex to apply for Volunteers Grant for this, will find out if successful in April 2025. Need to know local MP: [Tania Lawrence \(Hasluck MP\)](#)*

10. **ANY OTHER BUSINESS**

10.1. Query re: whether GSSHS P&C needs to register for ACNC status, and if this is useful to get charity status.

**ACTION: Alex to email WACSSO re: this, and whether correspondence going to correct person (Alex). To also raise this at Finance Meeting with Bridie (Accountant).**

## 11. GENERAL BUSINESS

- 11.1. Exec to sign P&C 'Authority Letter' and provide to Principal.  
All signed except Nicolette Punaivaha, who will sign when next at school. Leo to then copy and send copy to Alex.
- 11.2. Rename GSSHS P&C Accounts: Chris will define and work out minimum amounts needed in each account. Bridie to give that information at upcoming Finance meeting next term.
- 11.3. WACSSO Conference 24-25 August 2024. Who would like to represent GSSHS P&C as First Delegate (free membership). Wellman Ziwenjere showed interest via email.

**MOTION: GSSSH P&C to authorise Wellman Ziwenjere's representation at the WACSSO 2024 Conference.**

*Passed: Chris Morris*

*Seconded: Alex Ellis*

*All in favour*

**Meeting Closed: 7:50pm**

**Next Meeting:** Monday, 26<sup>th</sup> August 2024 (Term 3)

## Principal's Report to P&C – May 2024

The State School Teachers Union initiated industrial bans on meetings and Performance Management processes has finally ended as of 13 May and we can now continue to meet, coordinate and plan as normal. Personally I feel that the 15 week ban has created unpredicted tensions as staff struggle with miscommunication and direction. In speaking of my concerns with colleagues and my collegiate principal, this sentiment is felt across the state. With the ban lifted I feel we can re-start the improvement agenda and focus on moving together towards our desired objectives.

Speaking of those objectives, we have had our first of four sessions on the Berry St Model of student engagement. This is a trauma informed, positive psychology focussed model of education that is very inclusive and works on the premise that all students can learn with the right environment. Creating that environment is the difficult bit. We will complete one more session this year and two more next year and hopefully, the data will tell us a positive story of improved student engagement.

Coupled with this, I have also enrolled us into the Leading Cultures of Teaching Excellence program run by Dept of Ed. This is a 3 year long initiative designed to strengthen the Dept's strategic direction of "teaching and learning excellence in every classroom. The first part of this program was completing a school culture survey with staff and parents and using the data to complete a process called "Collaborative Complex Problem Solving." I will continue to provide feedback on both these initiatives throughout our meetings.

Similar to last year, we are again coordinating Primary school workshops to showcase our specialist programs to students as a marketing strategy. This strategy will hopefully assist us in increasing our student enrolments into year 7. Our Yr 7 numbers this year are the lowest in recent years and hopefully that is an anomaly.

We will be conducting NAIDOC week celebrations in week 11 of this term. The Maali centre is busy preparing a timetable of events for the week which will include an assembly on Wednesday. Our Aboriginal dancers will also be performing guests at the annual Indigenous ANZAC Ceremony held at Kings Park on Wed 29 May. The same dancers will also open the WA Secondary School Executive Association conference held in early August at Crown Perth whereby they perform in front of secondary school principals and associate principals ahead of the conference.

My yearlong journey with the Culturally Responsive Leadership Program will come to an end this term. I will be required to submit a presentation on my cultural co-design project – my project is about the journey to re-name the school. Hopefully we can start getting some traction soon however we can all understand the necessity of moving slowly with this.

I met with the new principal of Guildford Grammar, Peter Allen, and he discussed the possibility of refurbishing a current disused, old boatshed (on Guildford Grammar land), into a cultural community centre that is run by students for students. He discussed the possibility of our students being involved in the venture.

With the departure of Danielle Altinier to DFES, we are currently operating without a Manager of Corporate Services while we wait for the recommended applicant to finish her contract at her school. She will start on May 27. We have also had a difficult time trying to find an Executive Assistant however we'll keep trying. Staffing is very difficult at the moment hence why I'm taking a Yr 8 maths class.

This week we say goodbye to Claudia and Jess, our 2 Social work students who have completed their practicum with us for the past 15 weeks. We also said goodbye this term our HoLA Science, Shaun Barton and welcomed back Will Dunning. We also said goodbye to Emma Cosh, our Netball guru and welcomed Kelly Fraser into HPE and Maths as well as Jamie Moyle into Science and HASS.

## **GSSHS P&C Presidents Report 17<sup>th</sup> of May 2024**

- President – Chris Morris
- Vice President - Nicolette Punaivaha
- Treasurer – Kate Donovan
- Secretary – Alex Ellis

### **P & C Update May 2024**

Firstly, thanks to Kate Donovan for taking on the role of Treasurer, we know this is a daunting task, we have your back and will support you with anything you need. Also, thanks to everyone that put their hand up again for another year and the general members both continuing and new. Without you there would be no P &C, thank you.

The GSSHS P & C has been busy already this year with a continued focus on getting the foundation and compliance right to allow the P & C to remain successful and clearly focused moving forward. Special thanks to Alex Ellis, who always goes above and beyond for this P & C, we are very lucky to have you. The executive team have a primary goal of making the running of the P & C easier and less time-consuming for all involved, while also requiring less existing knowledge and experience. This applies to both the current P & C and future members as well. This also involves documenting the processes we are putting in place now so that future members can take over from the good work we have done and not have to start from scratch.

The 2 main priorities at this stage have been to sort out the banking of the P & C to ensure that the correct signatories are in place and that we are compliant with the constitution and our legal requirements as an employer. Secondly, we are working closely with Melanie and Carol that run the canteen and the accountant/bookkeeper, to streamline how we operate to make everyone's jobs as easy as possible.

I met with both Melanie and Carol in the canteen recently to see where they work every day performing such a crucial role for the students of GSSHS and for us as employees of the P & C. It is such an honor to have 2 people that care so greatly about the students they serve working for us and managing the business (which is the P & C's primary source of funding).

We discussed the need to have some contingency planning in place, in relation to having more staff on standby should one or both being ill or on leave to ensure they have the support they need. This will be an ongoing priority to ensure the canteen can continue to operate in all situations should they occur. If you know anyone that may be interested in assisting in the canteen, please feel free to forward their details.

Melanie and Carol, on behalf of the P & C we appreciate you and all the work you do. Thanks for doing what you do on a daily basis.

As always if you have any questions or ideas feel free to contact me or the executive team so we can bring this to our meeting agenda and can discuss and action accordingly.

## 1. FINANCIAL POSITION:

**Note: reconciliation or figures must be reported to the P&C Treasurer prior to P&C meeting**

Bank balances as at 17<sup>th</sup> May 2024, compared with the balances at the last report, 18<sup>th</sup> March 2024, are as follows:

| Account Name:                | Data as at:         |                     | Movement since last report period (\$) |               |
|------------------------------|---------------------|---------------------|--|---------------|
|                              | 17th May 2024       | 18th March 2024     | (\$)                                   | (%)           |
| Café / Canteen               | \$177,977.01        | \$178,601.21        | -\$624.20                              | -0.35%        |
| General                      | \$27,337.51         | \$27,326.51         | \$11.00                                | 0.04%         |
| Reserve                      | \$22,216.70         | \$22,166.67         | \$50.03                                | 0.23%         |
| <b>Total Funds Available</b> | <b>\$227,531.22</b> | <b>\$228,094.39</b> | <b>-\$563.17</b>                       | <b>-0.25%</b> |

- P&C Financial reporting pack attached and includes:
  - Profit and Loss 2024 (as at 17/05/2024)
  - Balance Sheet 2024 (as at 17/05/2024)
  - Cashflow movements (as at 17/05/2024)

## 2. BANK TRANSACTIONS - items to note:

- **Café / Canteen Account**
  - Trading at a small **LOSS**
  - Continued great work and effort by the Café / Canteen Staff (Melanie Brittain and Carol Kidd), difficult times everywhere with cost of living pressures
- **General Account**
  - The last receipt was on the 30<sup>th</sup> November 2023.
  - Kate emailed request 17th May 2024 to GSSHS financial controller requesting P&C contributions for the period 20th Nov 2023 to end of 17th May 2024.

### P&C Parent Contributions Reconciliation Register

| School year | Quarter           | Opening Balance              | Collections | Paid to P&C | Closing Balance | Comments  |
|-------------|-------------------|------------------------------|-------------|-------------|-----------------|---|
| 2017        | n/a               | No records provided by GSSHS |             |             |                 |   |
| 2018        | n/a               |                              |             | \$0         |                 |   |
| 2019        | n/a               |                              |             | -\$9,848    |                 |   |
| 2020        | n/a               |                              |             | -\$11,000   |                 |   |
| 2021        | n/a               |                              |             | \$0         |                 |   |
| 2022        | to the 10-11-2022 |                              |             | -\$14,340   |                 |   |
| 2022        | 4                 |                              |             | \$0         |                 |   |
| 2023        | 1                 |                              |             | -\$3,630    |                 | Payment received 19th May 2023 for period to end of April 2023  |
| 2023        | 2                 | \$0                          | \$0         | -\$1,600    | \$29.75         | Payment received 25th August 2023 (account balance N3005 of \$29.75 as per email from Frank 21-08-23)   |
| 2023        | 3                 | \$30                         | \$0         | -\$1,035    | ??              | Request made by P&C for period 22nd Aug to 20th Nov 2023 on 20th Nov 2023 - received 30th Nov 2023  |
| 2023        | 4                 | ??                           | \$0         | \$0         | \$0.00          | Email to be sent to GSSHS financial controller by new Treasurer at end of term requesting P&C contributions for the period 20th Nov 2023 to end of term 1 2024. |
| 2024        | 1                 |                              |             |             |                 |   |
| 2024        | 2                 |                              |             |             |                 |   |

- **Reserve Account**

- Transactions are limited to bank interest credits only.

**3. GRANTS / FUNDS PROVIDED BY P&C TO GSSHS:**

1. No grants / funds approved or paid in the period since the last report.

**4. GRANT REQUESTS FROM GSSHS TO P&C:**

1. No grants / funds requests received, since the last report.

**5. ITEMS FOR AGENDA:**

- None to note.

**6. OTHER:**

- None to note.



## Profit and loss report

Cash mode

19 Mar 2024 - 17 May 2024

|                                     | Total            |                  |                   |               |
|-------------------------------------|------------------|------------------|-------------------|---------------|
|                                     | Actual           | Last Year        | Variance \$       | Variance %    |
| <b>Income</b>                       |                  |                  |                   |               |
| 41000 Food Sales                    | 35,184.55        | 37,584.82        | (2,400.27)        | -6            |
| 47000 Miscellaneous Income          | 0.00             | 1.82             | (1.82)            | -100          |
| 49999 U/Over banking                | 23.91            | 41.35            | (17.44)           | -42           |
| <b>Total Income</b>                 | <b>35,208.46</b> | <b>37,628.00</b> | <b>(2,419.54)</b> | <b>-6.40%</b> |
| <b>Gross Profit</b>                 | <b>35,208.46</b> | <b>37,628.00</b> | <b>(2,419.54)</b> | <b>-6</b>     |
| <b>Expense</b>                      |                  |                  |                   |               |
| 51000 Food Purchases                | 13,523.52        | 11,713.91        | 1,809.61          | 15            |
| 52000 Beverage Purchases            | 7,196.62         | 6,136.35         | 1,060.27          | 17            |
| 53000 Disposables                   | 654.71           | 303.64           | 351.07            | 116           |
| 6-5400 Superannuation expense       | 1,492.06         | 1,165.46         | 326.60            | 28            |
| 6-6000 Merchant fee                 | 686.38           | 620.07           | 66.31             | 11            |
| 6-6200 Wages & salaries             | 12,082.73        | 10,120.13        | 1,962.60          | 19            |
| 62310 Consultancy & Accounting Fees | 227.28           | 340.92           | (113.64)          | -33           |
| 62315 Comp. & Software Expense      | 100.00           | 0.00             | 100.00            | -             |
| 62700 Sundries                      | 113.64           | 98.18            | 15.46             | 16            |
| <b>Total Expense</b>                | <b>36,076.94</b> | <b>30,498.66</b> | <b>5,578.28</b>   | <b>18.30%</b> |
| <b>Operating Profit</b>             | <b>(868.48)</b>  | <b>7,129.34</b>  | <b>(7,997.82)</b> | <b>-112</b>   |
| <b>Other Income</b>                 |                  |                  |                   |               |
| 81000 Interest Income               | 27.08            | 0.00             | 27.08             | -             |
| <b>Total Other Income</b>           | <b>27.08</b>     | <b>0.00</b>      | <b>27.08</b>      | <b>-</b>      |
| <b>Other Expense</b>                |                  |                  |                   |               |
| 92000 Income Tax Expense            | (22.95)          | 0.00             | (22.95)           | -             |
| 94000 Funds to P&C                  | (10.01)          | (53.68)          | 43.67             | 81            |
| <b>Total Other Expense</b>          | <b>(32.96)</b>   | <b>(53.68)</b>   | <b>20.72</b>      | <b>38.60%</b> |
| <b>Net Profit</b>                   | <b>(808.44)</b>  | <b>7,183.02</b>  | <b>(7,991.46)</b> | <b>-111</b>   |

## Balance sheet report

Cash mode  
 17 May 2024

|                                    | <b>Total</b>      |
|------------------------------------|-------------------|
| <b>Asset</b>                       |                   |
| <b>1-0002 Fixed Assets</b>         |                   |
| 13520 Improvements Amortisation    | 369.90            |
| <b>Total Fixed Assets</b>          | <b>369.90</b>     |
| <b>1-0003 Banking</b>              |                   |
| 298944 P&C General Account         | 17,858.74         |
| 298952 General Account Cafe        | 173,956.03        |
| 298960 Cash Reserve Account        | 22,216.70         |
| 68902 Electronic Clearing Account  | (795.90)          |
| <b>Total Banking</b>               | <b>213,235.57</b> |
| 1-1900 Payroll Clearing Account    | 5,664.10          |
| 1-1950 Stock on Hand               | 1,166.45          |
| 68903 Payroll Clearing Account     | 6,084.44          |
| <b>Total Asset</b>                 | <b>226,520.46</b> |
| <b>Liability</b>                   |                   |
| <b>2-0001 Current Liabilities</b>  |                   |
| 2-2200 GST collected               | 19,036.79         |
| 2-2400 GST paid                    | (16,478.58)       |
| 2-2500 ATO Running Balance         | 604.37            |
| 2-2600 PAYG withholdings payable   | 1,056.02          |
| 2-3200 Superannuation payable      | 3,282.03          |
| <b>Total Current Liabilities</b>   | <b>7,500.63</b>   |
| 2-3202 Long Service Leave Payable. | 3,015.86          |
| <b>Total Liability</b>             | <b>10,516.49</b>  |
| <b>Net Assets</b>                  | <b>216,003.97</b> |
| <b>Equity</b>                      |                   |
| <b>3-0001 Retained Earnings</b>    |                   |
| 3-1600 Retained earnings           | 158,671.46        |
| <b>Total Retained Earnings</b>     | <b>158,671.46</b> |
| <b>3-0002 Current Earnings</b>     |                   |
| 3-1800 Current year earnings       | 7,854.82          |
| <b>Total Current Earnings</b>      | <b>7,854.82</b>   |
| 3-9999 Historical balancing        | 39,325.01         |
| <b>Total Equity</b>                | <b>205,851.29</b> |

## Cash movement report

Cash mode

19 Mar 2024 - 17 May 2024

|                                     | <b>Total</b>      |
|-------------------------------------|-------------------|
| <b>Income</b>                       |                   |
| 41000 Food Sales                    | 35,184.55         |
| 49999 U/Over banking                | 23.91             |
| <b>Total Income</b>                 | <b>35,208.46</b>  |
| <b>Gross Profit</b>                 | <b>35,208.46</b>  |
| <b>Expense</b>                      |                   |
| 51000 Food Purchases                | 13,523.52         |
| 52000 Beverage Purchases            | 7,196.62          |
| 53000 Disposables                   | 654.71            |
| 6-5400 Superannuation expense       | 1,492.06          |
| 6-6000 Merchant fee                 | 686.38            |
| 6-6200 Wages & salaries             | 12,082.73         |
| 62310 Consultancy & Accounting Fees | 227.28            |
| 62315 Comp. & Software Expense      | 100.00            |
| 62700 Sundries                      | 113.64            |
| <b>Total Expense</b>                | <b>36,076.94</b>  |
| <b>Operating Profit</b>             | <b>(868.48)</b>   |
| <b>Other Income</b>                 |                   |
| 81000 Interest Income               | 27.08             |
| <b>Total Other Income</b>           | <b>27.08</b>      |
| <b>Other Expense</b>                |                   |
| 92000 Income Tax Expense            | (22.95)           |
| 94000 Funds to P&C                  | (10.01)           |
| <b>Total Other Expense</b>          | <b>(32.96)</b>    |
| <b>Net Profit</b>                   | <b>(808.44)</b>   |
| <b>Asset</b>                        | <b>0.00</b>       |
| <b>Liability</b>                    |                   |
| <b>2-0001 Current Liabilities</b>   |                   |
| 2-2600 PAYG withholdings payable    | (516.00)          |
| 2-3200 Superannuation payable       | (1,489.40)        |
| <b>Total Current Liabilities</b>    | <b>(2,005.40)</b> |
| <b>Total Liability</b>              | <b>(2,005.40)</b> |
| <b>Equity</b>                       | <b>0.00</b>       |
| <b>GST Movement</b>                 |                   |
| 2-2200 GST collected                | (1,593.47)        |
| 2-2400 GST paid                     | 674.26            |
| <b>Total GST Movement</b>           | <b>(919.20)</b>   |
| <b>Net Cash Movement in (Out)</b>   | <b>(3,733.04)</b> |
| <b>Opening Balance</b>              | <b>228,717.16</b> |
| <b>Cash Movement</b>                |                   |

|                                 | <b>Total</b>      |
|---------------------------------|-------------------|
| 1-1900 Payroll Clearing Account | 1,481.55          |
| 298944 P&C General Account      | (1,479.73)        |
| 298952 General Account Cafe     | (3,784.90)        |
| 298960 Cash Reserve Account     | 50.03             |
| <b>Total Cash Movement</b>      | <b>(3,733.05)</b> |
| <b>Closing Balance</b>          | <b>224,984.11</b> |

Governor Stirling Senior High School P&C Association  
25 Third Avenue  
WOODBIDGE WA 6056  
**Attention: P&C Association Secretary**

**Invoice No:** A24269  
**Invoice Date:** 1 June 2024  
**Due Date:** 30 June 2024  
**Affiliation Period:** 1 July 2024 – 30 June 2025

**Affiliation Fees:**

**\$1,502.61**  
inc \$136.60 GST

**Pay by 30 June - Early Bird Discount:**

**\$75.13**  
inc \$6.83 GST

**Total if paid on or before 30 June:**

**\$1,427.48**  
inc \$129.77 GST

**Total if paying after 30 June:**

**\$1,502.61**  
inc \$136.60 GST

## WACSSO Affiliation Fees 2024 – 2025

**Electorate:** Swan East

**School Size:** 801-900 students

- ✓ 1 x fully subsidised day delegate ticket to Annual WACSSO Conference
- ✓ Multiple partially subsidised day delegate tickets to Annual WACSSO Conference
- ✓ Training and Resources, Councillor support & WACSSO P&C Helpline
- ✓ Voluntary Workers Personal Accident Insurance
- ✓ Public and Products Liability Insurance
- ✓ Local, State and Federal P&C advocacy support
- ✓ WACSSO eNews and P&C Voice periodical

## Please confirm your insurance status:

WACSSO can facilitate a quote for additional P&C insurances through our provider, GSK Insurance Brokers. To update the following records, or to get a quote from GSK, please visit <https://bit.ly/3ysyGEB>

- Our records indicate that you **have at least one paid employee**. As an employer you are meeting your legal obligation to hold Workers Compensation Insurance, and your Policy Number 602180 is due for renewal on 01-Jul-2024 . Please remain compliant by promptly paying your renewal notice when it is sent by GSK Insurance Brokers.
- Our records indicate that you have P&C Business Insurance (which can cover business property, business interruption, machinery breakdown, spoilage of goods, burglary, money, uniform stock and general property). This policy expires on 30 June 2024. A renewal notice will be sent in June via email.
- Other optional Insurance policies are available, such as Associations Liability, Sports Liability (if your P&C hosts organised sports). To obtain a quote from GSK Insurance Brokers, please fill out the above-linked form.

## To make payment

Please pay **\$1,427.48** by direct credit (or **\$1,502.61** if paying after 30 June):

**Account Name:** WACSSO  
**BSB:** 066 009  
**Account:** 0090 0328  
**Reference:** INV A24269

# Terms and Conditions



All day delegate tickets to the WACSSO Conference (including fully and partially subsidised member tickets) are offered subject to availability, with preference given to orders received earliest. As an affiliate member of WACSSO, you have a constitutional right to register a representative to attend the Annual General Meeting (AGM) held at Conference. If room capacity limitations and existing ticketing obligations prevent your physical attendance, at your written request, we will provide a link for your representative to attend virtually to participate in voting at the AGM.

We (WACSSO and our employees) are a member-focused, not-for-profit association partnering with P&Cs (you) to advance public education. As WACSSO strives to improve and expand the services we provide to you, it's essential to clarify our position regarding responsibility and liability.

The services we provide are not legal, financial, insurance or professional advice.

While the information we provide is based on sources we believe are reliable, we make no representations or warranties regarding accuracy or quality and we do not assume liability, including liability for negligence, for these services.

Certain insurances may be provided as part of your WACSSO membership <https://www.wacssso.wa.edu.au/resources/insurance-for-pcs/>. Please review the scope of the insurance protection provided, including terms, conditions and limitations and ensure you purchase any additional insurances you may require. At your request, WACSSO may assist in obtaining a quote for additional and optional P&C insurances for your P&C through WACSSO's insurance broker. It is important to note that you are not obligated to utilise WACSSO's insurance broker to obtain these optional insurances. Provision of this service by WACSSO does not constitute an endorsement of the product nor guarantee that the broker or insurance quoted is the optimal choice for your P&C.

Please exercise judgment and seek professional advice where necessary.

By paying this invoice, you agree to this exclusion of liability.

Bookings now open

## WACSSO Conference 2024 August 24-25



## Canteen Report

This term has been very challenging with the Canteen breaking even for the term. Most notably the cost of living is hitting us (with stock increases) and our students working less hours, expense of the Ball/driving tests as well as fuel costs and family cutting back on non-essential items (buying recess and lunch) We have increased the price of our sandwiches, toasties, burgers and our lunch Specials by 50c, Chicken strips, cheesies and nuggets by 20c and continue to monitor food costs.

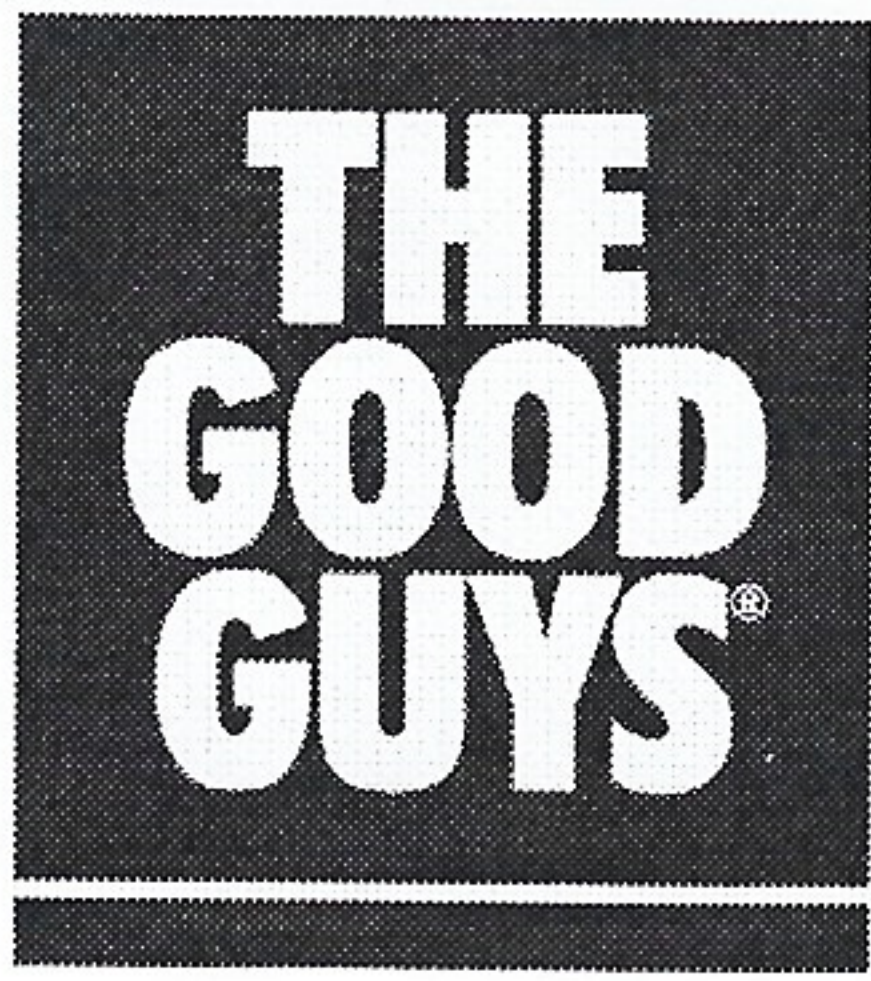
We also need to get a Credit/Debit card for the Canteen for the purchase of Fruit/Veg and groceries items that can not be purchased from our suppliers. This need to be done asap.

This year we are needing to replace 1 of our freezers it is not reaching the proper temperature, this freezer is a very old Peter Bownes ice cream freezer that was given to us 6 yrs. ago when they replaced the Ice Cream freezer.

Our only other freezer is 20+ yrs. old I have a quote for the Good Guys for a 500ltr. Chest freezer for \$996 plus \$85 deliver

We also need to replace at least 1 of the Pie Warmers again these were given to us by Mrs Mac Pies (we have 2) the thermostat doesn't work. Price on a new one is \$990 and our Mixer needs replacing at a cost of \$4565 our old one is approx 10 yrs old.

This year I will be taking 4 weeks of long service leave at the beginning of 4<sup>th</sup> term (8<sup>th</sup> Oct – 1<sup>st</sup> Nov). Carol will be in charge of the Canteen and our casual Skye will fill in for some of the time, but we need to find an extra casual to help out on the days Skye can not work. As I will be overseas during this time Carol needs to be put on the online bank accounts.



THE GOOD GUYS DISCOUNT WAREHOUSES (AUSTRALIA) P/L

A.B.N. 24 579 768 438 A.C.N. 004 880 657

UNIT 1, MIDLAND CENTRAL

LOT 541 CLAYTON ST

MIDLAND WA 6056

Phone: 08 9374 3974 Fax: 08 9374 3939

Email: midland@thegoodguys.com.au

Payment Docket

Web Order No:

Docket No: U0540937653



Sales Order No: Q0540019027



Date 18/03/2024

Salesperson Fiona B

|   |                       |
|---|-----------------------|
| <b>Customer No. 2010781549</b>                                      | <b>Sales Customer</b> |
| GOV STIRLING HI SCHOOL P&C ASS<br>25 THIRD AVE<br>WOODBIDGE WA 6056 |                       |

|   |
|---|
| <b>Delivery Customer</b>  |
| GOV STIRLING HI SCHOOL P&C ASSOCIATION<br>25 THIRD AVE<br>WOODBIDGE WA 6056 |

Delivery Instructions:

| Payment           | Amount      |
|-------------------|-------------|
| Goods Dispatched  | 0.00        |
| Security Deposits | 0.00        |
| Deposits Applied  | 0.00        |
| Cash on Delivery  | 0.00        |
| <b>Total</b>      | <b>0.00</b> |
| Includes GST      | 0.00        |
| <b>Tender</b>     |             |
| <b>Change</b>     | <b>0.00</b> |

Ordered Lines - Balance of Order

| Brand                 | Model    | MTHSDescription           | Status | Qty | Amount          |
|-----------------------|----------|---------------------------|--------|-----|-----------------|
| # HISENSE             | *HRCF500 | 500L Chest Freezer        | BORD   | 1   | 996.00          |
| # HISENSE             | *HRCF297 | 300L Hybrid Chest Freezer | BORD   | 1   | 597.00          |
| DELIVERY              | DELPREM1 | Zone 1 Premium Delivery   | BORD   | 1   | 85.00           |
| <b>Goods On Order</b> |          |                           |        |     | <b>1,678.00</b> |

\* In the event of any problems with this Big and Bulky product, it qualifies for an in home assessment by the manufacturer, where it may be repaired at your premises. This is generally the most convenient remedy. Contact your local store for details.

|   |                                |
|---|--------------------------------|
|   | Billir Code: 319863            |
|   | Reference Number: 405400190279 |
| * B-Pay payments may take up to 3 days to process * |                                |

|  |          |
|--|----------|
| Order Total                            | 1,678.00 |
| Goods Taken                            | 0.00     |
| Total Tendered (Inc. Security Deposit) | 0.00     |
| Security Deposit Held*                 | 0.00     |
| Balance of Order                       | 1,678.00 |

THIS QUOTE IS VALID UNTIL 25/03/2024

THIS DOCKET MUST BE PRODUCED FOR GUARANTEED SERVICE

The property in and title to remains with The Good Guys and does not pass to the customer until all monies payable (including any interest, freight or insurance charges) have been paid and cheques cleared. The goods shall be at customer's risk immediately upon delivery.

The Good Guys calculates capacity using the usable space of the refrigerator, which does not include shelving, drawers etc. Other supplier/manufacturer marketing material, specifications and information, including product packaging, may calculate capacity using either useable/net space or total/gross space.



79 Walters Drive  
 Osborne Park WA 6017  
 Australia  
 TELEPHONE +61 8 9244 3055  
 FACSIMILE +61 8 9244 3056  
 Email: info@stanlee.com.au



**SALES QUOTE**  
**Q-120092**

EAE Holdings Pty Ltd T/A Stanlee Hospitality Supplies - ABN 24 125 662 026

We are 100% Australian owned and operated - Thank you for supporting local business

|   |  |   |
|---|--|---|
| <b>To:</b> Governor Stirling Senior High School<br>25 Third Avenue<br>Woodbridge WA<br>Australia 6056 | <b>Delivery :</b><br>ATT SHAUN BARTON (SCIENCE) GOVERNOR STIRLING SENIOR HIGH<br>SCHOOL 25 THIRD AVENUE WOODBRIDGE , WA 6056 | Date: 20/03/24<br>Account Code: GOVSHS<br>Page No: Page 1 of 1<br>Sales Code: 1 |
|---|--|---|

| Item   | Description   | Qty  | UNIT | Unit Price<br>Ex GST | Discount<br>Percentage | Nett Unit Price<br>Ex GST | GST    | Total EX GST | Total Inc GST |
|--------|---|------|------|----------------------|------------------------|---------------------------|--------|--------------|---------------|
| 700724 | ROBAND "PIE MASTER" PIE & FOOD WARMER<br>(100 pies) PM100 | 1.00 | EACH | 900.00               | 0.00                   | <b>900.00</b>             | 90.00  | 900.00       | 990           |
| 700204 | ROBOT COUPE PLANET MIXER 10L SP100                        | 1.00 | EACH | 4,150.00             | 0.00                   | <b>4,150.00</b>           | 415.00 | 4,150.00     | 4,565         |

Quote valid for 14 days from date of quotation

SilverChef. Fund your equipment for as little as \$70.51 Per Week / \$10.04 Per Day  
 \* Terms and Conditions apply

Direct Debit: ANZ Bank  
 BSB: 016-008  
 Account No: 4888 34024  
 Name: EAE Holdings Pty Ltd  
 Credit Card payments will incur a surcharge in accordance with surcharging  
 cost of acceptance as per RBA standard/ ACCC guidelines



|                      |              |
|----------------------|--------------|
| Discount             | 0            |
| Total Ex GST         | 5,050        |
| GST                  | 505          |
| <b>Total Inc GST</b> | <b>5,555</b> |



## Background Information on Debit Card for GSSHS P&C Canteen (13/05/24)

Black Swan Bakery order daily (small business pay every fortnight)

Westoz order Friday for Monday delivery (small business pay every fortnight)

Taldara Industries pay on delivering order Wednesday for Friday delivery

Brownes Dairy order daily for next day delivery (pay end of month )

PFD order Friday for Monday delivery

Tuesday for Wednesday delivery (Pay end of Month)

Then there is everything else that is purchased Veggie, Fruit, Groceries item, meat eg Chicken for Butter Chicken & rice, Mince for Pasta Bake, Nacho's, Lasagne, Sausages for Curried Sausages and Rice or Dinner with veggies.

The fortnightly shopping varies so Melanie recommends \$1500 on the Debit card per fortnight (This would be topped up every fortnight this amount) this is not to say this amount is spent but at the beginning of term and for PD Days Melanie would spend this amount. Towards the end of term it would be less as the Canteen run all stock down.