

# Campbell High School P&C Meeting minutes - 23 June 2021

6:00 – 7:00 pm Campbell School Library

Attendance: 12 - see Attachment A

## Apologies

Geoff Prior

## **1. Welcome**

Acting President Trudy Green welcomed the parents to the meeting.

## **2. Minutes of the previous meeting**

The minutes of the meeting of 24 May 2021 were accepted - moved Joanne Weir.

## **3. Reports**

### 3.1 Acting President's report – Trudy Green

Trudy's report is at Attachment B. Trudy thanked: the previous P&C Executive in particular outgoing President Karina Edwards and Treasurer Trina McFarlane; those who supported the P&C run canteen – the staff, Hazel Heron and outgoing Canteen Treasurer Joanne Weir; and the School Executive for their active support of the P&C.

Trudy's report outlines the P&C's engagement with the school in the past year; the performance of the canteen; P&C revenue and expenditure; and the advocacy work undertaken by the P&C.

Trudy reported to the meeting that she had been contacted by parents who were interested in supporting the canteen and flagged the establishment of a canteen subcommittee. Parent Sarah Young, an accountant, volunteered to assist.

Discussion on the report canvassed the option of parents making additional voluntary contributions to support the work of the P&C.

The acting President's report was accepted – moved Sarah Dinning.

### 3.2 Canteen Treasurer's report (incorporating the P&C Treasurer's report)

The Canteen Treasurer's report is at Attachment C. Joanne also presented a set of audited accounts for the canteen at the meeting which will be lodged with the Australian Charities and Not for Profits Commission (Federal government regulator).

## Financial result

Joanne reported a profit of \$18,006 for the canteen for the year ending 31 December 2020, largely as a result of the Federal Government's financial assistance during COVID with \$27,000 in a bank term deposit to cover liabilities such as long service leave for canteen staff. In previous years the canteen has been able to contribute some of its surplus to the school but is not able to do this currently because the canteen needs a contingency fund in case it makes a loss.

Joanne advised that the canteen revenue for 2021 had fallen, attributable to student activities away from the school and lower student enrolments. Joanne will provide a report on the canteen's performance in 2021 year to date at the next P&C meeting.

#### Canteen performance

Joanne and Hazel (Canteen Manager) briefly discussed the canteen's experience of online ordering advising that the canteen had investigated this option in the past and determined it was not financially viable (high per order cost). The EFTPOS arrangements provide parents and students with the flexibility they need, including because high school students prefer to do their own orders.

Joanne acknowledged the work of Hazel Herron as Canteen Manager, including the menu she has developed designed for a teenage palate, which has won recognition from Nutrition Australia, and her efficient management of stock with no food waste.

#### Appointment of an auditor

Joanne recommended that the P&C continue to retain John Beard as the auditor of the canteen accounts because he provides a thorough and cost-effective service targeted at not for profits. The cost for both the P&C and canteen accounts was \$2,000.

Joanne noted that the Government is investigating reducing the financial reporting requirements for small entities to a simple profit and loss statement.

The meeting agreed to retain John Beard as auditor of the P&C and canteen accounts.

#### Joanne Weir's resignation as Canteen Treasurer

Joanne announced her resignation as Canteen Treasurer to take effect later in the year to allow a transition to a new Treasurer. The meeting acknowledged Joanne's wonderful contribution to the canteen and the school as Canteen Treasurer, enabling the school to provide a high quality not for profit canteen, a commitment that continued long after Joanne's children left the school.

#### Acceptance of Canteen Treasurer's report

The Canteen Treasurer's report was accepted – moved Sarah Dinning.

### **4. Election of a new P&C Committee**

The former Committee was dissolved and new Committee elected:

President: Trudy Green

Vice Presidents: Joanne McIntyre and Sarah Young

Secretary: Sarah Dinning

Treasurer: Richard Hume

Public Officer: Stephen Dixon-Jain

## **5. Other Business**

Parents requested a discussion of the school's mobile phone policy at the next P&C meeting. Steve Collins noted that the current policy had been approved by the School Board.

Helena Williams (School Business Manager) referred to a grant the P&C had given the school last year to spend \$2,000 on improving student toilets. She sought the P&C's agreement for that grant to be diverted to a refurbishment of the sick bay as the school had received \$1 million in funding for toilet maintenance and the P&C grant could be used more effectively for this project.

The meeting agreed – moved Sarah Young.

## **6. Close of meeting**

The meeting closed at 7:00 pm.

### **Action arising**

A discussion of the school mobile phone policy will be an agenda item at the next P&C meeting.

Attachment A – Attendees

Trudy Green – Acting President

Sarah Dinning – Secretary

Joanne Weir – Canteen Treasurer

Damon Young

Sarah Young

Jane McIntyre

Stephen Dixon-Jain

Richard Hume

Kathryn Cole

Hazel Herron – Canteen Manager

Steve Collins – Principal

Helena Williams – Business Manager

## **President's Report for Annual General Meeting 2020-21**

Trudy Green (elected as Vice President, Acting President since December 2020)

A big thank you to all our hard working volunteers for their work over the year. In particular I would like to acknowledge the work of Katrina Edwards (President) and Trina McFarlane (Treasurer) and Sarah Dining (Secretary) who had to adapt to the challenges of the unusual year that was 2020.

I would also like to acknowledge the tireless dedication of Joanne Weir, Hazel Heron and the other canteen staff who go above and beyond to keep the canteen running. Sadly after ten years of support, Joanne has decided to step down from her role as accountant for the canteen (and the P&C) at the end of 2021. Jo has made a significant contribution to the canteen and she will be greatly missed

I'd also like to thank the staff of Campbell High for their active support of the P&C, with a special note to Steve Collins, Helena Williams, Adam George and Caitlin Horan.

Focus areas for the P&C were:

### **Supporting the school/community**

As with everything else, COVID-19 made 2020 a difficult year for the P&C. While meetings successfully moved online it was quite challenging to maintain and strengthen engagement between parents and the wider school community.

The P&C was able to be part of the annual 'meet the teachers' event early in 2020, providing refreshments and welcoming environment for parents and teachers alike. Unfortunately with the need to hold the annual Open Night online the P&C was unable to support this event.

The P&C also provided chocolates to staff to mark World Teachers Day in October. Thank you to Karina for organizing these small gifts in acknowledgement of all that our teachers do.

### **Providing services**

2020 provided many challenges for the canteen but fortunately employees were eligible for Jobkeeper and we were able to pay the wages of canteen staff, despite the shutdown. The canteen was also eligible for several Government cash bonus, contributing to a much healthier balance sheet than in recent years, with the canteen returning a profit of \$18 000.

The long-term viability of the canteen is a significant concern to the P&C and will be a focus for the remainder of 2021.

### **Fundraising**

The P&C conducts minimal fundraising, with most funds collected from parent contributions. In 2020 we received \$4,320 in parent donations. A further \$145 was raised from donations to attend parent workshops facilitated by former CHS parent Kieran Vaughan.

The P&C made a loss in 2020 of \$120 (following a loss of \$653 in 2019). In part this is related to the financial viability of the canteen and the need to increase parental engagement. This will also be a focus of 2021.

## Spending funds

The P&C allocated funds to:

- \$2000 to help improve the school's toilet facilities
- \$5000 to boost the canteen
- \$200 for student prizes
- \$123 for World Teacher Day
- \$400 for catering at the Meet the Teachers night

## Advocacy

The P&C discussed a range of issues at its meetings, including student welfare, building maintenance and remote learning.

Strengthening parental engagement with the school and with each other will be a focus for 2021.

**Campbell High School P&C Association – AGM on 24<sup>th</sup> June 2021**

**CHS Canteen Treasurers Report for Year Ending 31 December 2020**

I would like to thank the staff for another year of great work, serving the needs of the students of Campbell High School for 2020. What a year it was with the school closing down in March 2020, as we went into lockdown with COVID-19. The school reopened in May 2020 once lockdown ended in the ACT. Despite this the Canteen made a profit of \$18,006 for the year ending 31 December 2020.

**COVID19 Lockdown and Jobkeeper 1.0**

We are fortunate in Australia to have been offered several government incentives to help us through this difficult time. Jobkeeper 1.0 was designed to assist organisations to keep paying their workers during the pandemic. Four canteen staff were paid Jobkeeper 1.0 for several months. This payment was for \$1,500 per fortnight per employee paid in advance for one month. The amount could then be claimed back from the government in the next month. So the challenge was to find the first \$12,000 to pay staff during April 2020 (with no income as we were in lockdown). It was then easy after the first month, once we could claim back the money from the government each month. We had to temporarily draw on the term deposit for long service leave. This amount has since been reinstated to the term deposit. Jobkeeper 1.0 ended on 27 September 2020.

**COVID19 Cash Flow Boost**

We were also fortunate to receive the \$10,000 cash flow boost from the government in May 2020. We also received a \$5,000 cash flow boost in both the June 2020 and September 2020 quarters, a total of \$20,000. This has been incredibly helpful and contributed significantly to the Canteen's profit for 2020.

↑ Federal

**Jobkeeper 2.0**

Jobkeeper 2.0 was implemented as the pandemic continued and started on 4 January 2021. For the canteen to qualify for this round there had to be at least a 15% reduction in GST turnover (sales) for the December 2020 quarter compared to the previous year's December 2019 quarter. Unfortunately, the canteen only had a 14% reduction in turnover, so we didn't qualify for Jobkeeper 2.0.

