

# ***Beverley District High School P&C***

## ***Meeting Minutes***

Tuesday, 17<sup>th</sup> July, 2018  
6-30pm – 8-30pm

Type of Meeting: General Meeting

Meeting Chair: Bruce Kilpatrick

Attendees: Bruce Kilpatrick, Carissa Shaw, Tim Elsegood, Maryka DeBeer, Mari Tita, Kristy Parker, Jodie Bell, Aliesha Murray, Wendy Moore, John Hawke, Jacinta Murray

Apologies: Nil

I. Opening of Meeting at 6.32pm

II. Approval of minutes from last meeting

Moved: Carissa Shaw

2<sup>nd</sup>: Tim Elsegood

Business Arising from Minutes:

- Biodegradable containers for canteen have been purchased by Carissa from Ward Packaging
- 30 hats have been ordered from Willetton by Kerry-Anne. She will contact Hypersport to see if they are able to supply in the future.
- Aliesha has obtained the Beverley DHS Logo Embroidery Pattern

III. Correspondence In- Nil since last meeting in Week 10.

IV. Correspondence Out- Facebook Posts promoting Quiz Night, Volunteer Canteen Helper Roster

V. Treasurer's Report- See attached

VI. Principal's Report- Nil to report as first day back at school for Term 3.

VII. Sub-Committee Reports

a) Canteen

- Milk products on the canteen menu are problematic with expiry dates and not being able to order bulk in advance. Beverley IGA do not currently stock 300ml Milks or Choc-Chills. We will remove the Milk and Choc-Chill drinks from the current menu and Mari will investigate some long-life/UHT options.

- Carissa collated orders this morning for Pop-Up Canteen tomorrow due to confusion with office staff as to when this would be done. We will need to advise them of the new canteen processes, and that Maryka will be collating canteen orders on Mondays at 2pm.
- Carissa has made up Weekly Takings Sheets for Maryka to complete when she collates the orders and Pre-Printed Envelopes for the Takings Sheet and Jo's receipts to be sent home with Ruth Elsegood (Year 1) to Tim on Wednesday afternoon, so that Jo's expenses can be reimbursed quickly.
- The school will do SMS reminders about Monday being the pre-order day for canteen for the next couple of weeks while everyone gets used to the pre-order system.
- Mari will remind the volunteer parent helpers by text each week.
- Mari and Maryka will help in the canteen (in addition to the volunteer parent helper) tomorrow with a plan to make a 'Job List' so that the parent helper knows what they need to do.

b) Uniform Shop

- Hats have been ordered.
- Rugby Jumpers for High School Students should arrive next Friday.
- Will look at circulating a Bulk Uniform Order Sheet to families.

c) K-PP Committee

- Meeting tomorrow. Wine Taster box has arrived for the Quiz Night. The will discuss running a canteen on the athletics carnival day. P&C will organize signage so that community is aware that it is the P&C running the canteen.

## VIII. New Business

a) Financial Software for P&C

- Tim has looked at the TIDY HQ software (supported by WACSSO). The financial reports that the program is able to produce are not as good as cash flow manager (need to pay extra for these) but it will be fine for general cashflow statements. Also supposed to be good for memberships and events, and means members will all have access to 'real time' financials. No charge for the basic software package. Tim comfortable with switching over to this software for the P&C financials.

Motion:

'P&C will change to using TIDY HQ financial software for the P&C financials'

Moved: Tim

2<sup>nd</sup>: John

Carried- Unanimous.

- Tim will contact Isaac from WACSSO to do some training in Beverley for the P&C.

b) Musical Quiz Night (28<sup>th</sup> July)

- Power-point is 75% completed. Bruce is doing a 'run through' of the equipment with the Shire on Friday, and then a run through with Narelle, Sally, Emma, Damien and Brett on Saturday.
- Need decorators for the hall on Saturday 28/7- 10-30, and to pick up the mats from the school and get heaters set up in the Lesser Hall.
- Committee to arrive at 6pm. Carissa and Tim will manage admissions at the door. Tim to organize a float for the door and the bar.
- Wendy will organize the AV and projector for the creche. Carissa, Jacinta, Aliesha and Wendy will bake some muffins for the creche. Aliesha is organizing movies for the creche. Bruce to advise Wendy of creche bookings by Wednesday 25<sup>th</sup> July, so that Wendy can organize additional helpers if these are required.
- Tea, Coffee and Milo- From the School Canteen.
- Cups and Milk- Carissa to organize.
- Monica has a box of prizes left over from the Bingo night in 2017- John will organize to get these to Bruce.
- Bruce will organize Bottle of Bailey's and Coin Game.
- Have bookings for 10 tables already. Aliesha has been promoting heavily on Facebook, and in the newsletter. She will also send a booking note home to all families this week.
- Prizes: Bruce will organize a Hamper for the winning table. Carissa will organize a door prize.
- Bar: Matty Davey and Daniel Bailey to run the bar. Bar prices: Beer and Wine \$5; Bottle of Wine \$20. UDL's \$7. Soft Drink \$2.
- Tim will take all of the money home at the end of the night to count and bank.

c) Canteen Parent Helper Roster

- This has been filled for Term 3! Two spots left in Term 4. We need to continue with this approach for 2019.

d) High School Area ideas

- Wendy has spoken to Chris who has been working with the students on this. The students are keen on a trampoline, but also got some ideas from their excursion to Bounce last term.
- Bruce requested that Chris put the ideas to the P&C for their consideration
- Wendy is also going to put an application for a Grant through the Education Department for Playgrounds and Shade Shelters.

e) Shrek Musical (2<sup>nd</sup> November)

- Costumes have arrived. Nil action required from P&C yet.

IX. Adjournment at 7-45.

Next Meeting: Tuesday, 28<sup>th</sup> August at 6-30pm.



**Beverley District High School P&C Association**  
**Treasurers Report**  
**For the period ended 17 July 2018**

**Reconciled Bank Balances as at 17 July 2018**

		Bal @ 26/6/18	Movement
Main Account	7614.25	\$ 7,334.55	\$ 279.70
Cash on Hand	\$ -	\$ -	\$ -
Canteen Account	8547.88	\$ 8,758.73	-\$ 210.85
KPP Account	1562.75	\$ 1,662.75	-\$ 100.00
Investment Account	15521.11	\$ 15,519.26	\$ 1.85
	\$ 33,245.99	\$ 33,275.29	-\$ 29.30

	Main	Canteen	KPP	Invest	YTD
<b>Receipts</b>					
Donations	\$ 144.00				\$ 144.00
Uniforms	\$ 4,652.00				\$ 4,652.00
Fundraising	\$ 3,844.00		\$ 862.00		\$ 4,706.00
Canteen	\$ 18.50	\$ 3,978.25			\$ 3,996.75
Memberships	\$ 42.00				\$ 42.00
Grant Monies					\$ -
transfers in					\$ -
Nature Playground Grants					\$ -
Interest				\$ 9.76	\$ 9.76
	\$ 8,700.50	\$ 3,978.25	\$ 862.00	\$ 9.76	\$ 13,550.51

<b>Payments</b>					
Admin	\$ 504.43	\$ 90.00	\$ 100.00		\$ 694.43
Capital					\$ -
Canteen costs		\$ 2,421.95			\$ 2,421.95
canteen Wages					\$ -
Canteen Super					\$ -
christmas					\$ -
Uniforms	\$ 5,196.18				\$ 5,196.18
Fundraising	\$ 567.50				\$ 567.50
Wishlists					\$ -
disco					\$ -
Storm Water					\$ -
Nature Playground	\$ 6,279.72				\$ 6,279.72
transfers out	\$ 277.00				\$ 277.00
Camp Fundrasing		\$ 790.86			\$ 790.86
Insurance	\$ 174.00				\$ 174.00
	\$ 12,998.83	\$ 3,302.81	\$ 100.00	\$ -	\$ 16,401.64

Net Transfers					\$ -
<b>NET</b>	-\$ 4,298.33	\$ 675.44	\$ 762.00	\$ 9.76	-\$ 2,851.13

**Investment Account Entitlement**

	as at 1/1/18	Movement	15/05/2018
Canteen	\$ 14,128.20	\$ -	\$ 14,128.20
Main	-\$ 118.70	\$ 9.76	-\$ 108.94
KPP	\$ 1,500.00		\$ 1,500.00
	\$ 15,509.50	\$ 9.76	\$ 15,519.26

**Main**

924.2 Hot dog day receipts  
245 reimbursements out  
32 reimbursements out  
367.5 lime juice cost

**KPP**

100 wine tasting quiz night costs  
**\$80 sausages for hot dog day cost (pending)**

**Canteen**

179.3 receipts  
390.15 PFD

**Nature Playground Project**

Grant Monies Received	\$ 2,700.00
Fundraising Last Year (less KPP)	\$ 6,427.89
Clearing sale fundraiser	\$ 802.00
Payments made to project	\$ 9,929.89
Net funds in ANZ Chq attributable to Project	\$ 9,319.22
	\$ 610.67

## Note KPP funds are inflated due to unpaid accounts for the hotdog fundraiser yet to be paid.