

Parents & Citizens Association – Excelsior Public School
24th ANNUAL GENERAL MEETING – EXCELSIOR PUBLIC SCHOOL
Nov 23rd, 2021

Chair: Shannyn Geeve (SG) Minutes taken by Nidhi Kaushik (NK)

Attendees: Sandra McKay (SM), Georgia Courque (GC), Shannyn Geeve (SG), Sarah Quinn (SQ), Krystal Lees (KL), Nikki Sandercoe (NS), Emma Escott (EE), Steph Whittington (SW), Lalana Chulatunga (LC), Sonia Dorairajvp (SD), Pallawi Bhagavatvla (PB), Ivy Zhang (IZ), Radhika Achwal (RA), Nidhi Kaushik (NK), Seethalakshmi Ramakrishnan (SR), Brett Mc Murtrie (BM)

Apologies: None

On-Site Meeting (at School Library) Commenced:7.15pm....

PRINCIPAL's Report – Annual

The COVID-19 global pandemic has continued to impact on education in 2022. This year most students engaged in home learning for a period of approximately 14 weeks, with only about 30-50 children of essential workers continuing to learn onsite. This was an intense period of learning with staff, students and families adapting to new ways to engage in education with technology becoming an important method to stay connected.

Many school events, including excursion, incursions, meetings and our 50th birthday celebrations needed to be cancelled due to increased COVID -19 restrictions.

Throughout the year, Excelsior Public School maintained a strong focus on both academic achievement and student welfare.

Student Academic Achievement

NAPLAN in 2021

- Year 3 performed above both the State and Similar Schools in all aspects (Reading, Writing, Spelling, Grammar and Punctuation and Numeracy).
- Year 5 performed above both the State and Similar Schools in all aspects (Reading, Writing, Spelling, Grammar and Punctuation and Numeracy).
- Year 3 Reading – 79% of students performed in the top 2 bands.
- Year 3 Numeracy – 71% of students performed in the top 2 bands.
- Year 5 Reading – 70% of students performed in the top 2 bands.
- Year 5 Numeracy – 59% of students performed in the top 2 bands.

Excelsior Public School won the Rotary Year 6 Writing Competition and Zara Yr 6 was placed first in this competition.

Maths Olympiad

- Three children, Murphy, Sungwoo and Kenneth attained full marks, and along with Leah, Oscar and Bella who got 14/15, they are in the top 2% in the state.

- 97% of the students were in the top 50% or better in the state.
- As a school we were in the top 10% of all schools, coming 23rd in the state.

Student Sporting Achievement

Sport was greatly impacted on by COVID-19. The school was able to hold a swimming carnival and an onsite cross-country carnival, however the athletics carnival was cancelled. PSSA sport and reprehensive sport was also cancelled during the year.

Student Welfare

Student Welfare continues to be a focus at Excelsior Public School, where we believe that every students should be known, valued and cared for.

The Grow Your Mind program which is implemented K-6 ensures that social and emotional skills are explicitly and systematically taught across the school and that there was a consistency in language throughout the school.

We have began to use the Forge check in tool to help to identify students requiring mental health intervention.

The Tell Them From Me Survey tells us that:

- 75% of students report a high sense of belonging at school an increase of 10% from 2020
- 93% of students value school outcomes and increase of 6% from 2020.
- 87% of students report they have positive relationships at school an increase of 1% from 2020
- 95% of students report that they have positive behaviour at school an increase of 9 % from 2020.
- 90% of students report that they try hard to succeed in their learning an increase of 10% from 2020.

Excelsior has a school counsellor, who works two days per week, and a school chaplain, who works two days per week. During 2021 there was a change in our school counsellor and a short period where we had no counsellor (during this time our school was supported by our district's Senior School Psychologist). Mrs Ally Robinson has now been appointed into this position. The school has now been made a counselling base school which will ensure the continuity of our counsellor over the next few years

Staff

During 2021 the following changes occurred:

- Mrs Hinding retired at the end of Term 2
- Ms Boslem took maternity leave at the end of Term 2 and was replaced with Mr Summons
- Mrs Skeet will be leaving at the end of the year
- Mrs Grassi will be leaving at the end of the year

Student Population

Student number at Excelsior Public school have been very stable in 2021. We began the year with 612 students and currently have 611.

We have maintained a 25 class structure for the entire year. This included an additional class funded through carried over funds from 2020.

School Improvement

Top Quad resurfaced using the Metro renewal grant (school paid half). Fairy garden improved, partly through a working party (Tabitha's friends and family – lead by Naomi King) and party school funded. Mural has begun (SRC funded).

P&C PRESIDENT'S REPORT – Annual

2021 turned out to be even more challenging than 2020 for our Excelsior staff and students, and the same was true for the P&C committee. Trying to navigate the complexities of not being able to meet face to face, cancelling ERA programs and closing the canteen and uniform shops for extended periods of time really took a toll on the sub committees and exec team. I would like to give my heartfelt thanks to those of you who battled through with me to keep what we could running, and to take some time to improve systems and processes while we had the chance. I need to single out Krystal Lees who has been relentless in her mission to have all the ERA tutors suitably covered by adequate contracts as well as working with the P&C Federations legal team to ensure we are treating our tutors correctly. She has spent countless hours getting this right and I can not thank her enough for taking on this mammoth task for us. Her dedication and commitment to ERA and the children of Excelsior is second to none.

Another person I need to thank is Brett McMurtie who has been our P&C treasurer for so many years I have literally lost count. With all Brett's kids finishing up at Excelsior at the end of the year Brett will leave behind some very big shoes to fill. Brett has been immaculate with our finances working hard to make sure employees are paid, invoices are sorted out and books are kept in order. I can even remember a time when he was trying to get some payments sorted on Christmas Eve one year. Brett will be very much missed, but I have every confidence that he will give an excellent hand over to our new treasurer and there won't be too many bumps in the road during the hand over period.

Even though we have spent a good chunk of the year in lock down the P&C continued to support the school in whatever way needed, we have provided financially assistance for more technology, the play ground refurb, the art mural and made a substantial donation to the year 6 farewell.

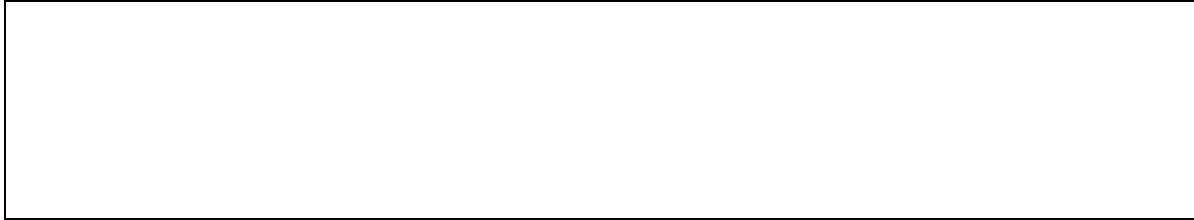
I hope and pray that next year will see some sense of normality return and our P&C can get back into the full swing of things.

Regards,

Shannyn Geeve

TREASURER'S REPORT – Annual

- **Verbal** – BM shared treasurer's report with P&C verbally.



SUB COMMITTEES:

BAND Reports - Annual

Prepared by Michelle Woo

BAND – Annual Treasurer Report as at Sep 30, 2021

Treasurer Annual Report Income & Expenditure Statement for Band Subcommittee Excelsior Public School P & C Association As at 30 September 2021		
Westpac Account: 032-170 325 357		
Income		
Opening Balance	01/10/2020	(26,952.39)
<u>Add: Cash receipts</u>		
Interest income	(3.13)	
Term fees income	(78,427.75)	
Income from Instruments hire	(-)	
Misc Income	(698.00)	
	Sub Total	(106,081.27)
Less Expenses		
Bank fees	(-)	
Payment to tutors	(61,087.90)	
Purchase new musical instruments	(5,624.00)	
Camp & Events costs	(2,171.00)	
Instruments Repair & Service	(8,692.00)	
Transfer to Main Account		
	Sub Total	(77,574.90)
Closing Balance @ 30/09/2021		<u>(28,506.37)</u>
Amount on Bank Statement		(28,506.37)
Undeposited fund or payments		(-)
Discrepancy		<u>(0.00)</u>

BAND – Annual P&L account Oct'20 to Sep'21

**Income & Expenditure Statement
Band Subcommittee
at Excelsior Public School P & C Association
1st October 2020 to 30th September 2021**

Income		\$	
	Term Fees		
	Income	(78,427.75)	
	Miscellaneous Items	698.00	
	Interest Income	3.13	
		79,128.88	
Expenses			
	Payment to Tutors	61,087.90	
	Purchases Music Instruments	5,624.00	
	Instrument Repair & Service	8,692.00	
	Camp & Events Costs	2,171.00	
		77,574.90	
Net Profit		1,553.98	

Excelsior BAND - Annual Report

- **Prepared by** Catherine Cherlin

2021 has of course been a most unusual year for the band, except that it isn't particularly different from 2020, which was a most unusual year.

In the last two years the band program has extended to include 3 Bands

- Junior conductor - Jess Ling
- Intermediate conductor - Dr Steve Clark
- Senior conductor - Dr Steve Clark

We cater for approximately 100 children – from Years 3-6 and employ between 12-15 tutors according to their availability.

In terms 1 and 2 we established ourselves in our new bands and it certainly helped give a sound basis for the online rehearsals and tutorials, that have been with us ever since. It is a credit to all the conductors, tutors, parents and not the least the children, who have persisted through a very difficult Band experience.

It should be pointed out here that possibly the best Intermediate Band we have ever had is the one we have in 2021. Against all expectations, children with only 6 weeks of experience in 2020 Junior Band, went to online PowerPoint tutorials and no band rehearsals. It appears to have engendered in those who remained, a particularly strong self-reliance and determination. We are hopeful that the extended Band lock down this year will create an equal sense of independence and purpose. For some the refuge of a music Zoom has been a social lifesaver as well as a musical one.

It would not be truthful to say that it has all be smooth sailing. The organisation challenges faced by both the school and the parents, in making Zoom a reality has been quite polarising. There are those who have flourished and even been extended by the experience, but there are those for whom it has all been too much. We have lost about 12 members over the lockdown, for different reasons. We have tried to accommodate all sorts of differences and needs, but in the end, nothing works like groups at school.

The one event we did manage to have, was our Band Day at Bundilla Scout Camp, one day before the lockdown. Primarily held outside 'just in case' it was followed by a concert the next day at school with Hall doors flung wide open and the audience of only one Grade – Grade 2. We hope they will have been sufficiently impressed to sign up for 2022. Who can tell?

We have become a committee of two. Michelle Woo and Catherine Cherlin. There are those who consistently step in for jobs, but I am particularly grateful to Michelle, who stepped in as treasurer after some months of no treasurer. I am hopeful that at the Band Annual General Meeting I will be able to encourage more parents into roles this year. I would like to thank Mrs Zheng, Sidney Lam’s mother and Mr Munce, Elijah’s father, who came to a long and tedious asset recording/allocation day in January and helped me get an instrument to every child and know where it had gone. I must also thank Krystal Lees who deals with out Creative Kids Vouchers with patience and great organisational skill. Lastly, I would like to thank Shannyn Geeve who has given enormous support to the Band and responds every time with “I can do that for you”. Thank you.

In 2022 We hope to return to a more normal arrangement for how the Band meets. We will continue to offer both private and group lessons, with the possibility of a few supported places for families in financial need. Our aim is to have as many children as possible have the opportunity to play in a group musical setting with all the rewards that brings.

CANTEEN Reports - Annual

Provided by Radhika Achwal

1. COMMITTEE MEMBERS

ROLE	2021	2022
Convenor	Radhika Achwal	Radhika Achwal
Secretary	Lisa Cook	Radhika Achwal
Treasurer 1 (Payroll)	Alice Guan	Alice Guan
Treasurer 2 (Reporting)	Soo Min Lee	Soo Min Lee
Treasurer 3 (Invoices)	Rama Chandra	Rama Chandra

2. TREASURERS REPORT

The Opening Balance of the Canteen on 1st of October 2019 was 22,416.73. Adding the income from Canteen Sales the total income for the year was 106,449.26

After taking out the total expenses out, including purchases of any equipment, purchases of stock, wages and superannuation – amounting to 86,792.23 the net profit for canteen for 2020-2021 report was 42073.76.

3. EVENTS / ACTIONS 2020 -2021

The canteen continued to operate in a cashless manner with online ordering only for the entire of 2021. The canteen operated between Feb 1st 2021 to June 25th 2021 and then Oct 25th 2021 onwards.

Due to Covid restrictions, changing timelines around school re-openings, health guidance and inability to secure android phones, the canteen was unable to implement the QKR wrist band system which was approved in November 2020. The Canteen hopes to secure 2 x android phones to be able to implement the

QKR wrist bands for all students at the beginning of 2022. This will help to improve over the counter sales and canteen revenue in a cashless and quick manner.

There is also a discussion to see whether canteen can open for over the counter cash sales in 2022 (to be discussed at canteen AGM on 18/11)

The canteen hired 1 new staff to work around 10 hours a week at the canteen. This staff has volunteered at canteen for many years, knows food preparation guidelines well and speaks English, which were key minimum criteria to secure a volunteer to be able to support the busiest canteen days. Unfortunately, after many unsuccessful calls for volunteers from 2019-2021, approval was sought to hire a paid staff which was kindly approved by the Exec committee. This new staff started on 1st November 2021 and has settled in very well. The canteen will continue to use her services in 2022.

Sadly, the Canteen Sub-Committee bids goodbye to our current Canteen secretary Lisa Cook. Lisa finishes up as an Excelsior parent this year. We would like to thank her for her phenomenal support, dedication and diligence over the last 3 years as the canteen secretary.

CALENDAR/TO DO LIST FOR 2022 –

The canteen is unable to confirm events it will be supporting for 2022 at this stage. However, if restrictions are eased the canteen will aim to support all events it has traditionally supported prior to 2020.

Date	Task	Who
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

BUDGET 2022

Only fill this in if you have anticipated expenditure, over and above last year eg canteen and ovens, sub committees requiring laptops etc

Date	Item	Estimated Cost
January	Oven	Approx 1650.00
February	Dishwasher	Approx \$700-800
March		

April		
May		
June		
July		
August		
September		
October		
November		
December		

Canteen Financial Report- as at Sep 30, 2021

	A	B	C	D	E	F
1			2020-2021 cash float and receipts			
2						
3			Amount	Date	Cheque	Online transfer
4			\$41,965.00	24/09/2020		
5			\$1,000.00	23/11/2020		Online transfer
6			\$1,000.00	08/02/2021		Online transfer
7			\$1,000.00	11/03/2021		Online transfer
8			\$1,000.00	17/05/2021		Online transfer
9			\$1,000.00	09/06/2021		Online transfer
10						
11						
12						
13			Total	\$5,000.00		
14			Cash float closing as on 30/09/2021	\$46,965.00	30/09/2021	
15						
16			Amount	Receipts received date		
17			\$41,346.68	25/09/2020		
18			\$379.23	26/10/2020		
19			\$482.77	17/11/2020		
20			\$507.20	08/12/2020		
21			\$305.40	11/12/2020		
22			\$286.01	04/02/2021		
23			\$435.65	25/02/2021		
24			\$276.10	09/03/2021		
25			\$63.30		Target-Sandwich press	
26			\$260.70	29/03/2021		
27			\$501.24	26/04/2021		
28			\$483.58	14/05/2021		
29			\$602.80	03/06/2021		
30			\$259.00		Officeworks Toner	
31			\$428.95	22/06/2021		
32			\$23.95		Can opener	
33						
34			Total	\$5,295.88		
35			Receipt batch closing as on 30/09/21	\$46,642.56	30/09/2021	
36						
37			surplus on 30/09/21	\$322.44		
38						

A. KEY DELIVERABLES 2022

Just summarise here what are the main actions required for 2022 e.g. Welcome Party March , Set Up Multi Cultural Sub Committee, Uniform Shop Stock take, Government Vouchers Process In Place etc

- Unfortunately, because of the government requirements regarding food regulations we are unable to involve canteen in school events.

ERA Annual Reports:

Provided by Krystal Lees – ERA Convener

ERA SUBCOMMITTEE

2021 – END OF YEAR REPORT

1. COMMITTEE MEMBERS

ERA Role	2021	2022
Convenor	Krystal Lees	Krystal Lees
Secretary/Note Taker	Vacant	Still Vacant
Treasurer	Krystal Lees	Alice Guan (Confirmed)
Art	Gillian Crudace	Thulasi Gowryshankar (Confirmed)
Dance	Sona Swindley	Sona Swindley
Tennis	Maryam Hosseini	Ruchi Rach (Confirmed)
Yoga	N/A	Irene Li (Confirmed)

2. TREASURER’S REPORT

Treasurer Annual Report			
Income & Expenditure Statement for ERA Subcommittee			
Excelsior Public School P & C Association			
As at 30/09/2021			
Westpac Account: 032-170 360 021			
Income			
Opening Balance	1/10/2020		33,717.68
Add: Cash receipts			
Interest income		21,004.46	
Dance classes income		20,570.00	
Tennis classes income		13,455.00	
Art classes income		18,300.00	
Transfer from Main Account			
		Sub Total	107,047.14
Less Expenses			
Bank fees		-	
Payment to tutors		46,653.35	
Transfer to Main Account		43,300.00	
		Sub Total	89,953.35
Closing Balance @ 30/09/2021			17,093.79
Amount on Bank Statement			16,973.79
Undeposited fund or payments			-
Discrepancy			120.00

3. EVENTS/ACTIONS 2020-2021

- ERA continued a smooth process of payment follow ups and also successful redemption of Creative and Active Kids voucher government rebates. Throughout 2021, ERA redeemed \$17,700 worth of government vouchers.
- Due to Covid19, ERA activities did not recommence in Term 3 and have not restarted in Term 4. Plans are underway to refund any payments received.
- The ERA whatsapp group and gmail mailbox have helped maintain effective communication throughout the year, even under the Covid-19 circumstances.
- As was done in the last 2 years, ERA will organise for a \$100 voucher as an end of year gift to be offered to each ERA tutor on behalf of parents and the ERA Committee (from the ERA account).
- FOR 2022 - Online applications. The 2022 version of the forms will be made available end of November for 2022 enrolments: current families will be informed on Tuesday 30 Nov and the rest of the school community via the Skoolbag app in week 10 if possible (to be requested with the school) and in the week 10 newsletter on December 9.

Arrangements are also underway to reduce Art classes to 3 days (due to tutor resignation), to re-implement tutor agreements plus we are excitedly working towards adding Yoga to our stable of activities.

ART

- 56 students participated in art classes this year.
- We had four Art classes this year, Mon to Thurs. Bushra Imran covered Tues and Thurs classes and Jodie Andarakis covered Mon and Wed classes.

- Student numbers were kept consistent throughout the year. There were a number of students who just did one term using their Creative vouchers but the classes filled again quickly with a combination of places being offered to students on the waiting list plus new enrolments.
- Students have been very happy and have created some fantastic artwork. Lots of lovely feedback.
- We will offer existing parents an opportunity to re-enrol their children for the new year at the end of November before announcing publicly to the rest of the school in the newsletter the week after.
- Gilly Cruddace will be handing over the role of ERA Art-Coordinator to Thulasi Gowryshankar and will work together until Gilly leaves the school.

DANCE

- ERA Dance started with full classes for Infant, Primary and Advanced Performance Group.
- We had 87 students enrolled in dance in 2021 with a waitlist for the Infant Class. Not enough to start a second class though.
- As we had a large number of students wanting to enrol for the Thursday Primary Class, we started the Wednesday Primary Class as well.
- We stopped ERA Dance from Term 3 and were not able to restart due to COVID restrictions for the rest of the year.
- We had 5 payments in Term 3 which are being refunded to start with a clean slate in 2022.
- For 2022, we plan to offer only 1 Infant Class on Tuesday from 3.00 - 4.15 with a maximum number of 25 students, Two Primary Classes on Wednesday and Thursday from 3.00 - 4.15 with a maximum number of 24 students. Advanced Performance Group will take place on Thursday after the Primary Class from 4.30 - 5.30 and will be by invitation only like we did previously which will start in week 4 (TBC).

TENNIS

- 50 students participated in tennis classes this year and there were at least two classes with more than 8 students in Term 1; therefore, an additional class was added to Tuesdays in Term 2.
- Having an extra class and some students dropping out, classes were offered to students on the waitlist.
- There were two double classes on Fridays and Tuesdays, with Mark and Daniel co-coaching.
- A total of 4 grade 2 students were enrolled this year, but primary students are still given priority if demand is high.
- The try-out morning session will not be offered to current year 2 students as was done in previous years, due to coaches not being available.
- Maryam is handing over the ERA tennis coordinator role. Ruchi Rach will be the new tennis coordinator. Ruchi and Maryam have been working in tandem in Term 4 and will continue into 2022 when classes are finalised early next year.

SUGGESTED CALENDAR/TO DO LIST FOR 2022 – TERM 1

The following is in addition to the ongoing task of answering queries and maintaining current and waiting lists of students enrolled in ERA activities.

Date	Task	Who
Term 1, Week 1	Renew contracts with tutors. ERA Dance Start from Week 1 - send list to Mrs King + list of YMCA students to YMCA* Tennis classes start - send list to Mark + list of YMCA students to YMCA* Art classes start - send list to Bushra + list of YMCA students to YMCA* Yoga classes start - send list to Elena + list of YMCA students to YMCA*	Convenor/Secretary Tennis/ Dance/ Art / Yoga Co-ordinator
Term 1, Week 2	ERA meeting Tennis/Dance/Art/Yoga T1 payment due	All Tennis/ Dance/ Art / Yoga Co-ordinator
Weeks 3 to 7	Follow up payments as required Follow up on paperwork with tutors	Treasurer/all Coord Treasurer/secretary.
Weeks 7 to 9	Week 4 - ERA Advanced Performance Class to start - - send list to Mrs King + list of YMCA students to YMCA* ERA meeting, date TBC but usually the week prior to P&C meeting if possible.	All
Term 1, Week 10	Send email to parents re. T2 payments	All Coord.

*Lists to tutors and YMCA are updated and forwarded throughout the year as required.

SUGGESTED CALENDAR/TO DO LIST FOR 2022 – TERM 2

Date	Task	Who
Term 2, Week 1	Check for dropouts and whether places can be offered to those on the waiting list.** Send updated lists to tutors/YMCA.	All Coord.
Term 2, Week 2	T2 payment due (all activities) ERA meeting	All
Weeks 3 to 7	Follow up payments as required	Treasurer/all Coord.

Weeks 7 to 9	ERA meeting, date TBC but usually the week prior to P&C meeting if possible.	All
Term 2, Week 10	Send email to parents re. T3 payments	All Coord.

** dropouts and new enrolments are monitored on an ongoing basis as required.

SUGGESTED CALENDAR/TO DO LIST FOR 2022 – TERM 3

Date	Task	Who
Term 3, Week 1	Check for dropouts and whether places can be offered to those on the waiting list. Send updated lists to tutors/YMCA.	All Coord.
Term 3, Week 2	T3 payment due (all activities) ERA meeting	All
Weeks 3 to 7	Follow up payments as required	Treasurer/all Coord.
Weeks 7 to 9	ERA meeting, date TBC but usually the week prior to P&C meeting if possible.	All
Term 3, Week 10	Send email to parents re. T4 payments	All Coord.

SUGGESTED CALENDAR/TO DO LIST FOR 2022 – TERM 4

Date	Task	Who
Term 4, Week 1	Check for dropouts and whether places can be offered to those on the waiting list. Send updated lists to tutors/YMCA. Plan date for Y2 tennis tryouts (aiming for week before or after any swim school)	All Coord. Tennis coord.
Term 4, Week 2	T4 payment due ERA meeting	All
Weeks 3 to 7	Follow up payments as required	All Coord.

Term 4, Week 5	Prepare AGM/EOY documents Organise Y2 tennis tryouts (print note)	Convenor Tennis coord.
Term 4, Week 6	ERA EOY meeting, prepare for P&C AGM Close application forms, export final list of applications and clear responses, review forms for following year. If applicable, organise for gifts to tutors.	All Convenor All Coord.
Term 4, Week 8	Open applications for following year's enrolments	Convenor/All coord
Weeks 9-10	End of year parties during last ERA classes (organised by tutors).	Tutors

Over the summer break:

- Keep track of applications/queries.
- Start putting classes together, liaising with teachers as required. Send confirmation email to parents.
- Finalise classes in last week of school holidays/Weeks 1-2.

(all coordinators)

UNIFORM SHOP Annual Reports

- Provided by Nikki Sandercoe

2021 P&C AGM – UNIFORM SHOP SUB COMMITTEE

Tuesday 23rd November 2021

1. COMMITTEE MEMBERS

ROLE	2021	2022
Convenor	Kathryn Harding	n/a
Secretary	Vacant	Vacant
Treasurer	Nikki Sandercoe	Nikki Sandercoe
Uniform Shop Co-ordinator	Lidija Banjac	Lidija Banjac

2. TREASURERS REPORT

**Treasurer Annual Report
Income & Expenditure Statement for Uniform Shop Subcommittee
Excelsior Public School P & C Association
As at 30 September 2021**

Westpac Account: 032 -170 263504

Income

Opening Balance	1/10/2020	38,268.84
<u>Add: Cash receipts</u>		
Interest income	4.78	
Sales Income	77,804.80	
Transfer from Main Account		
	Sub Total	116,078.42

Less Expenses

Fees & Charges	-	
Merchant fees	561.00	
Purchase	57,980.12	
Sundry	-	
Transfer to Main Account	10,000.00	
	Sub Total	68,541.12

Closing Balance @ 30/09/2021	47,537.30
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Amount on Bank Statement	47,537.30
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Undeposited fund or payments	-
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Discrepancy	-
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**Income & Expenditure Statement
Uniform Shop Subcommittee
at Excelsior Public School P & C Association
1st October 2020 to 30th September 2021**

Income	\$
Sales	77,804.80
	77,804.80
Cost of Goods Sold	
Opening Stock	(Estimate)
Purchase	57,980.12
Closing Stock	57,980.12

Gross Profit	<u>19,824.68</u>
Other Expenses	
Fees & Charges	-
Merchant fees	561.00
Sundry	-
	<u>561.00</u>
Other Income	
Interest income	4.78
Net Profit/(Loss)	<u><u>19,268.46</u></u>

3. SUMMARY OF 2020 / 2021

- This year was Kathryn’s last year as the Convenor for the Uniform Shop. She has been a volunteer for many years and we are very thankful for her expertise, dedication and hard work she provided to the Uniform Shop. Kathryn has spent most of this year completing a handover to Lidija and Nikki.
- After many years managing the shop in a volunteer capacity, Nerida finished in January of this year. We really appreciate the many hours, hard work and dedication that she provided to the role and to the Uniform Shop. Nerida completed a handover of the role to Lidija, and Lidija has continued as the co-ordinator, in a volunteer capacity for all of 2021.
- A paid position for the Uniform Shop was approved by the P&C Committee in October 2021. Interviews for the position are in progress with the aim to have a Uniform Shop employee beginning December/January.
- COVID-19 and another lockdown made things a little more challenging in the second half of the year. Supplier orders were slower and we had just one volunteer in the shop to process orders following the return to school. Lidija has been working incredibly hard to get through all the orders as well as preparing for the new year.

4. BUDGET

The Uniform Shop does not anticipate expenditure on supplies over and above last year, however expenditure will increase next year with the addition of wages for the new position.

5. ACTIONS FOR 2022

- Seek and train two to four volunteers to assist in the shop.
- Continuous improvement of processes and procedures.

EVENTS - NA

DISCUSSION ITEMS:

- SG, BM and SQ have stepped down from the P&C President, Treasurer and Vice-President roles respectively.
- As per voting for new P&C Execs, below members were elected
Lalana Chulatunga – President
Sonia Dorairajvp – Vice President
Pallawi Bhagavatvla – Treasurer
- Due to no volunteers for the 2nd VP, the position is currently vacant.
- Below parents have volunteered to be the financial members of P&C 2022 and have paid their \$2 membership fee, Total Fee collected \$20. One parent fee is due as highlighted below.

- Shannyn Geeve
- Steph Whittington
- Sonia Dorairajvp
- Nikki Sandercoe
- Lalana Chulatunga
- Pallawi Bhagavatvla
- Ivy Zhang – Due
- Radhika Achwal
- Nidhi Kaushik
- Krystal Lees
- Seethalakshmi Ramakrishnan

Business Arising: None

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Meeting Closed: 8.15pm...
Next Meeting ...Annually i.e., Nov 2022.....