

Runcorn State High School P&C Association Minutes

Tuesday 21st July 2020

General Meeting Commenced: 7.48am

Apologies: Tina McAndrew, Erica Iselin, Lorre Pentecost

Attendance: Karen Fieldhouse, Tony Egan, Teresa Herring, Darren McGregor, Elizabeth Cohen-Rogers, Katherine Brown, Jo Patterson, Fiona Harris, Rod Flood.

Minutes of previous Meeting:

Elizabeth Cohen-Rogers moved minutes be accepted, Jo Patterson seconded. All in favour.

Treasurer's Report:

Karen Fieldhouse read and tabled report.

Karen asked that the Treasurer's Report be accepted, Fiona Harris seconded. All in favour.

Canteen Report:

Teresa Herring read and tabled report.

Teresa asked that the Canteen Report be accepted, Tony Egan seconded. All in favour.

Uniform Shop Report:

Elizabeth Cohen-Rogers read and tabled report.

Elizabeth Cohen-Rogers moved the Uniform Shop Report be accepted, Darren McGregor seconded. All in favour.

Chaplain's Report:

Tina McAndrew was unable to attend the meeting and sent her report through after meeting had closed. Report attached.

Principal's Report

Darren McGregor read and tabled Principals Report. Rod Flood seconded. All in favour.

*Personalised Learning Day Tuesday 8th August 8.00am-7.00pm (in lieu of Parent Teacher Interviews). Meeting times will be in 20min timeslots. Tuckshop will open normal trading times. Senior Hospitality will operate a coffee cart.

*Horizon Program is getting a lot of positive attention, with some good 2021 enrolments so far.

*Principal's Report attached

General Business:

- Auditor Robyn Kelso has retired due to ill health. Elizabeth Cohen-Rogers advised she is in the process of collecting three quotes. So far we have had two quotes for \$1100.00 and \$1700.00. She will collect the third quote and bring to the next meeting.
- Elizabeth Cohen-Rogers advised that we were approved for the Job Keeper Payments.
- Elizabeth Cohen-Rogers advised we were approved for the \$10 000 Small Business Grant.
- Darren made mention that students were wearing the sports jacket to school rather than the formal jumper. The school are still supporting the uniform policy, with jackets being confiscated when worn incorrectly.
- Katherine advised that we have had a few parents unhappy with the uniform policy regarding jumpers/jackets. She has suggested parents email the P&C direct, after it was mentioned they were going to start a petition.

Meeting Closed 8.16am

Next Meeting will be Tuesday 15th September at 7.45am



PRINCIPAL'S REPORT

RUNCORN STATE HIGH SCHOOL

PRIDE | SUCCESS | EXCELLENCE

July 2020

Human Resources

There have also been a few changes in staff since March:

- **Jean Pool** has gone on Maternity leave and has been replaced by **Damien Airey** as HOD for Inclusion for semester 2.
- **Jo Paratore** has joined the staff as HOD of Mathematics to replace **Ian Lindsay** who is on Leave.
- **Zoe Hughes** is on Maternity Leave and is being covered internally.
- **Alison Kynaston** has taken on the role of Year 8 OWL.

Horizons Program

This term we have been working on developing our Excellence Programs which will be known as the Horizons Program. Through innovative and engaging curriculum design, the Horizons Program aims to extend and support students to develop skills and qualifications needed for success beyond the classroom. Academies will be in Academics, Sport (Touch Football, Basketball, and Baseball) and Creative Industries (Music).

Banners have been created to be displayed at local Primary schools, an advertisement ran in the Courier Mail in Term 2 and key staff will also be visiting Primary schools during Term 3 to promote the program. The school website has been updated to reflect more information for parents and the application process.

While the program is being marketed particularly to Year 7s for 2021, it will extend across the whole school.

Calendar

The school calendar dates for excursions has been updated post COVID-19 and is attached for P&C approval.

Personalised Learning Day - In place of parent teacher Interviews we will be holding a Personalised Learning Day on 4 August. This is an exciting new way of parents, teachers and students connecting and ties in with our Vision of building a culture of responsibility for learning through high expectations and personalised learning. See attached information sent out to parents.

COVID-19

Overall the school has come through the COVID-19 pandemic very well. Student engagement over the weeks of learning from home was good and the return of student to school during term 2 also went very well. Staff and students should be commended for their resilience and flexibility during a very unusual and difficult time.

Moving forward there will still be a continued focus on student well-being and how best to work within the COVID-19 guidelines for schools. Cleaning and social distancing for staff will continue to be a priority and students will also be reminded regularly of good hand washing practices.

It has been great to be able to return to having assemblies for students and meetings for staff. Other changes from term 2 include Sport returning in a modified capacity this term, more school events will be able to go ahead and Seniors are excited that the Formal and Mystery Tour can now go ahead at the end of Term 3. All excursions and camps going forward will be assessed for viability in line with COVID-19 guidelines as they change.

The school has also been able to resume some hiring of facilities this term for those hirers who have COVID-19 safe plans and can meet the requirements.

Facilities & Finance

Budget - The budget and snapshot is presented for P&C member's information.

Security Fence - This has now been completed along with the gate signage.

Tiered Seating - This has now been installed on the oval.

Old Art Block compactus - these have been removed from Art Block and have been replaced by a closed in lockable room for art works and supplies.

Stage Curtains - These were upgraded over the school holidays. Floor to ceiling curtains all around the whole room were installed.

Sports Centre - Finally the repairs to the roof (internal) in the Sports Centre have been completed.

ESC - automatic sliding doors installed in the Administration Block of the ESC for our wheel chair students.

Air Conditioning - Scoping has started, 50 spaces in total. No commencement date has been advised as yet. Electrical switchboard upgrades in some blocks will be necessary.

BYOx

The school has been doing a lot of work on the BYOx program with upgrades to software and the ability to include iPads in the future for students. It will be compulsory for students in Years 7 and 11 to have a device to use in 2021. There will be options for students to hire/loan devices through the school if cost is an issue. Arrangements have also been made with local retailers who can offer good deals on devices and are familiar with the specifications we require. This will also align us with the local Primary schools as well.

Start Time	Title
Term 2	
13/07/2020 0:00	Week 1
16/07/2020 0:00	Photo Day
17/07/2020 0:00	Year 7 Maths incursion
20/07/2020 0:00	Week 2
20/07/2020 11:30	PI Day (1st break)
21/07/2020 7:45	P&C Meeting
21/07/2020 0:00	Runcorn Ruble
21/07/2020 0:00	Catch Up Photo Day
27/07/2020 0:00	Week 3
28/07/2020 0:00	Year 10 Immunisation
30/07/2020 0:00	Australian Maths Competition
3/08/2020 0:00	Week 4
4/08/2020 8:30	Personalised Learning Day / Open Day
4/08/2020 14:45	Year 7 2021 Enrolment Interviews
10/08/2020 0:00	Week 5
11/08/2020 0:00	IA2/3 Internal
17/08/2020 0:00	Week 6
24/08/2020 0:00	Week 7
26/08/2020 9:00	Year 7/8 Dig Tech excursion - QUT STEM Workshop
28/08/2020 0:00	Gala Day
31/08/2020 0:00	Week 8
1/09/2020 0:00	Regional Athletics
3/09/2020 0:00	Ignition
4/09/2020 9:00	Student Free Day
7/09/2020 0:00	Week 9
11/09/2020 0:00	Gala Day
14/09/2020 0:00	Week 10
14/09/2020 0:00	Year 12 Formal
15/09/2020 0:00	Mystery Tour
15/09/2020 7:45	P&C Meeting
15/09/2020 0:00	RU OK Day / Wellbeing Day
17/09/2020 0:00	Year 8 Adventurous Journey (TBC)
17/09/2020 0:00	CBS Champ Schools
18/09/2020 0:00	Deaf Sports Day
Term 3	
5/10/2020 0:00	Week 1
9/10/2020 0:00	Year 11 Leadership Day
12/10/2020 0:00	Week 2
14/10/2020 0:00	Year 7 Camp - TBC
14/10/2020 0:00	Jacob's Well Biology Excursion
19/10/2020 0:00	Week 3
19/10/2020 0:00	Academic Achievement Awards Ceremony
22/10/2020 0:00	LIVET Yr 11 Hospitality Program
23/10/2020 0:00	Yr 9-12 Japanese Film Excursion
23/10/2020 0:00	Gala Day
26/10/2020 0:00	Week 4
27/10/2020 0:00	Year 7 Immunisations
30/10/2020 0:00	Gala Day (back up)
2/11/2020 0:00	Week 5
3/11/2020 0:00	Year 10 Camp (TBC)
9/11/2020 0:00	Week 6
9/11/2020 17:30	P&C Meeting
16/11/2020 0:00	Week 7
16/11/2020 0:00	Year 6 into 7 Parent Evening
18/11/2020 0:00	Year 13 Day
18/11/2020 0:00	Year 12 Celebration Day
19/11/2020 15:00	Awards Night
20/11/2020 9:00	Year 12 Graduation
23/11/2020 0:00	Week 8
23/11/2020 0:00	Year 6 into 7 Transition Day
26/11/2020 0:00	Year 10 Dreamworld Excursion
27/11/2020 0:00	Year 7 Immunisation HPV2
27/11/2020 0:00	Transition Graduation
30/11/2020 0:00	Week 9
30/11/2020 0:00	Year 7 Interview Day
7/12/2020 0:00	Week 10
7/12/2020 0:00	Duke of Ed and JS Bridge Ceremony

School Financial Snapshot

Runcorn State High School (2167)

Period 202007 (Jul 2020)
as at 16-Jul-2020 10:35 AM



What we own **\$1,347,831.46**

What others owe us

Parents	\$279,648.68	
Others	\$39,744.96	\$319,393.64

Sub total of what we own **\$1,667,225.10**

LESS

What we owe others **\$113,400.24**

What we are committed to spend **\$142,539.39**

What funds we hold for other bodies **\$334,699.37**
(E.g. Student Council, Regional Office and Sports Boards)

Sub total of what we owe **\$590,639.00**

We own more than we owe **\$1,076,586.10**

Cost price of school assets **\$2,925,181.67**

Amounts held by the school in the current year for
asset replacement and future projects **\$78,585.00**

P & C - 9 March 2020- Chaplaincy Report



Chaplain:	Tina McAndrew	
Date:	20 July 2020	
School:	Runcorn State High School	
• Since last P&C meeting		Please accept this as my report.
General overview: <ul style="list-style-type: none"> This report covers the time students were schooling at home and when they returned. Phone contact with one-on-ones at home with parent present. Re-establishing one-on-one catchups with students returning from schooling at home. Core functions: <ol style="list-style-type: none"> <u>Social and Emotional Support (Pastoral Care)</u> <ul style="list-style-type: none"> Contacting existing one-on-one students at home, over the phone, with parent supervision (during schooling from home). Reestablishing contact with students after returning to school after home schooling. Providing morning tea for staff rooms. Weekly school Support Team meeting. <u>Spiritual Support in the school community</u> <ul style="list-style-type: none"> Praying for school community. <u>Mentoring</u> <ul style="list-style-type: none"> Assisting students, through the breakfast program, to gain customer service or volunteer hours. Customer service skills and food service skills to students volunteering at the breakfast program. The School Nurse and I have developed a 10-week program (Mondays 30-40min class) to present to a Year 8 class who are completing a community service component of the Duke of Edinburgh Award. The teacher wants to focus on the Breakfast Program as the community service. It includes topics such as customer service, communication skills, hygiene, OH&S, COVID19 requirements and the day-to-day procedures involved in the Breakfast Program. <u>Community Development</u> <ul style="list-style-type: none"> Liaising with Kellogg's re delivery of cereal, provided free through their Breakfast Buddy program. Working with local churches to provide food hampers for families struggling financially. Participated in a chappy ZOOM video thanking a local church for their financial support of Runcorn High's Chaplaincy service. <u>Educational Support</u> <ul style="list-style-type: none"> Sit in with a Year 12 student at the beginning of lesson to explain work. <u>Extra- Curricular Activities</u> <ul style="list-style-type: none"> Pickup from YMCA Kingston due to COVID19 staff restrictions (not delivering to school for a time). <u>SUQld team Contribution</u> <ul style="list-style-type: none"> In-Service day - 4th March. In-Service online (2 hours) - 2nd June. Chappy Week Pancake Brekkie - 26th May. Volunteers from 3 local churches, school staff and student leadership team. DJ Reg provided music for the morning. Catered for about 200 from the school community. 		
Professional Development <ul style="list-style-type: none"> Seasons for Growth online - 16th - 17th April. eSafety Commissioner - Online Risks & Protective Factors Webinar - 15th July. 		Professional Supervision: 10 th March.
Next month...		
Key areas of focus: <ul style="list-style-type: none"> Developing student and staff relationships. Looking for opportunities to increase student interaction. 		



**Runcorn State High School
Report to P. & C. Association**

1. General

- a. Report from – Erica & Lorre
- b. Date 21/07/2020

2. Monthly summary

March 2020	\$6615.00
April 2020	\$0.00 (Covid 19 Shutdown)
May 2020	\$13.630.00
June 2020	\$12665.00
July (to Date)	\$8,090.

3. Issues

Nothing to report.

4. General Business

**All orders are currently being placed for our Interview
Nights and Back to School.**

Signed: _____ Date: 20/07/2020



**Runcorn State High School
Report to P. & C. Association**

1. General

- a. Report from –Canteen
- b. Date 21st July, 2020
- c.
- d. Committee –

2. Monthly summary

- a. ...
- b. ...
- c. ...

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- 3. **Takings - \$53051.73 – 55 Days Trade. Average Daily Takings \$9645.76.**
- 4. **Catering \$1256.50. Rebate Smiths Snackfood \$88.65.**
- 5. **The first 10 days of trading was when we had Years 11 and 12 here along with another 60 something students. Our average daily taking for this period was approximately \$150.00 per day.
I ask that my report be accepted.**

**RUNCORN STATE HIGH SCHOOL
PARENTS AND CITIZENS ASSOCIATION
TREASURERS REPORT
For the Month of June 2020**

Net funds were derived from the following activities:

SUB-COMMITTEE	INCOME	EXPENSE	PROFIT/LOSS	YTD PROFIT/LOSS
Canteen	\$33,640.74	\$21,922.37	\$11,718.37	\$10,612.58
P & C Executive	\$79.23	\$467.54	-\$388.31	-\$160.51
Music Support Group	\$0.00	\$0.00	\$0.00	-\$1,903.64
Uniform	\$17,877.29	\$17,800.60	\$76.69	\$3,365.27
TOTAL	\$51,597.26	\$40,190.51	\$11,406.75	\$11,913.70

CASH FLOW STATEMENT	
ACCOUNT TYPE	Current Cash Flow Summary as of 30/06/2020
Canteen Account	\$26,378.02
Less outstanding cheques	\$0.00
Add outstanding deposits	\$0.00
General Account	\$6,344.03
Less outstanding cheques	\$0.00
Add outstanding deposits	\$0.00
Uniform Account	\$17,789.32
Less outstanding cheques	\$0.00
Add outstanding deposits	\$0.00
High Interest Account	\$10,297.81
Less outstanding cheques	\$0.00
Music Support Group	\$3,161.46
Less outstanding cheques	\$0.00
Electronic Clearing	\$0.00
	\$63,970.64
Float	
Uniform	\$300.00
Canteen	\$300.00
	\$600.00
Petty Cash	
Visa - canteen	\$0.00
Master - canteen	\$338.42
Uniform	\$0.00
	\$338.42
TOTAL CASH	\$64,909.06
LESS ACCOUNTS TO BE PAID	\$12,877.83
RUNCORN SHS	\$0.00
GST Liability	-\$547.01
LESS PAYG TO BE PAID	\$8,210.05

LESS SUPERANNUATION TO BE PAID	\$1,425.00	\$21,965.87
GENERAL FUNDS AVAILABLE FOR DISBURSEMENT		\$42,943.19

Inventory

Canteen	\$3,867.20 (As at 30/06/20)
Uniform	\$111,443.97 (As at 31/03/20)
Cash Drawer - Uniform	\$2,854.50
Laptop	\$1,307.95
Airconditioning Unit	\$4,144.00
Total	<u>\$123,617.62</u>

Category Profit & Loss Statement

June 2020

Account Name	Selected Period	Year To Date
Canteen	Canteen	
Income		
Sales - Canteen	\$24,124.09	\$80,813.52
Catering Sales	\$428.00	\$2,002.50
Rebates received	\$88.65	\$194.85
JOBKEEPER SUBSIDY (NO GS)	\$9,000.00	\$18,000.00
Total Income	\$33,640.74	\$101,010.87
Cost Of Sales		
Purchases - Canteen	\$11,642.44	\$42,672.06
Closing stock - canteen	-\$89.13	-\$2,440.59
Total Cost Of Sales	\$11,553.31	\$40,231.47
Expense		
Bank Charges	\$76.90	\$642.07
Minor Equipment Purchase	\$34.99	\$694.99
Load & Go Fees	\$5.57	\$19.63
Membership & Subscriptions	\$220.00	\$220.00
Printing Postage & Stationary	\$35.40	\$597.71
Telephone	\$44.95	\$274.98
Repairs and Maintenance	\$96.25	\$427.13
Staff Expenses	\$0.00	\$83.91
Superannuation	\$855.00	\$4,085.88
Wages & Salaries	\$6,870.70	\$26,234.08
Jobkeeper topup	\$2,129.30	\$16,775.26
Total Expense	\$10,369.06	\$50,055.64
Other Expense		
Donation- School	\$0.00	\$111.18
Total Other Expense	\$0.00	\$111.18
Net Profit/(Loss)	\$11,718.37	\$10,612.58
General	General	
Income		
Cashflow Boost (NO GST)	\$0.00	\$10,000.00
Total Income	\$0.00	\$10,000.00
Expense		
Accounting & Auditing	\$0.00	\$935.00
Book Keeping	\$327.27	\$2,146.36
Bank Charges	\$0.28	\$2.21
Insurance	\$0.00	\$2,805.98
Membership & Subscriptions	\$99.09	\$1,269.45
My 3 - internet	\$40.90	\$277.29
Repairs and Maintenance	\$0.00	\$2,560.00
Total Expense	\$467.54	\$9,996.29

This report includes Year-End Adjustments.

Category Profit & Loss Statement

June 2020

Account Name	Selected Period	Year To Date
Other Income		
Interest Received	\$79.23	\$79.23
Total Other Income	\$79.23	\$79.23
Other Expense		
P&C Contribution	\$0.00	\$243.45
Total Other Expense	\$0.00	\$243.45
Net Profit/(Loss)	-\$388.31	-\$160.51
Music	Music Support Group	
Expense		
Minor Equipment Purchase	\$0.00	\$1,903.64
Total Expense	\$0.00	\$1,903.64
Net Profit/(Loss)	\$0.00	-\$1,903.64
Uniform	Uniform	
Income		
Sales - Uniform shop	\$11,877.29	\$106,624.64
JOBKEEPER SUBSIDY (NO GS)	\$6,000.00	\$12,000.00
Total Income	\$17,877.29	\$118,624.64
Cost Of Sales		
Purchases - Uniform Shop	\$1,120.00	\$27,164.49
Closing stock - uniforms	\$0.00	\$50,382.00
Total Cost Of Sales	\$1,120.00	\$77,546.49
Expense		
Bank Charges	\$110.60	\$857.83
Minor Equipment Purchase	\$0.00	\$49.95
Staff Expenses	\$0.00	\$92.30
Superannuation	\$570.00	\$2,317.56
Wages & Salaries	\$2,267.46	\$10,164.98
Jobkeeper topup	\$3,732.54	\$14,230.26
Total Expense	\$6,680.60	\$27,712.88
Other Expense		
Donation- School	\$10,000.00	\$10,000.00
Total Other Expense	\$10,000.00	\$10,000.00
Net Profit/(Loss)	\$76.69	\$3,365.27

This report includes Year-End Adjustments.

• **Balance Sheet**

As of June 2020

Assets		
Canteen Chq Ac/c 904991		\$26,378.02
General Cheque Ac/c 4983		\$6,344.03
Uniform Cheque Ac/c905003		\$17,789.32
High Interest Deposit		\$10,297.81
Laptop - at cost		\$1,307.95
Music Support Group		\$3,161.46
Cash Draw		
Cash Draw - Uniform	\$300.00	
Cash Draw - Canteen	\$300.00	
Mastercard Canteen	\$338.42	
Total Cash Draw		\$938.42
Inventory		
Inventory - Canteen	\$3,867.20	
Inventory - Uniform	\$111,443.97	
Total Inventory		\$115,311.17
Uniform Equipment		
Cash Drawer Uniform - at cost	\$2,854.50	
Total Uniform Equipment		\$2,854.50
Airconditioning Unit-Canteen		\$4,144.00
Total Assets		\$188,526.68
Liabilities		
Payroll Liabilities		
PAYG Owing	\$8,210.05	
Superannuation Owing	\$1,425.00	
Total Payroll Liabilities		\$9,635.05
Trade Creditors		\$12,877.83
GST Liabilities		
GST Collected	\$2,423.46	
GST Paid	-\$2,970.47	
Total GST Liabilities		-\$547.01
Total Liabilities		\$21,965.87
Net Assets		\$166,560.81
Equity		
Retained Earnings		\$99,669.10
Current Earnings		\$11,913.70
Historical Balancing Account		\$54,978.01
Total Equity		\$166,560.81

This report includes Year-End Adjustments.