



All in favour and position accepted Belinda

Junior VP – Malini Stephen

Nominated: Fiona Hanson  
Seconded: Mardi Ryan  
All in favour and position accepted Malini

District Council of P&C Representative - No nomination

Regional Council of P&C Representative - No nomination

Patrons – No nomination

David Donnelly (President), Julie Hoey (Secretary), Dee Morison (Treasurer), and Malini Stephen (Junior Vice President) are all to be signatories on the Westpac HSPA P&C accounts. Two signatories are required for all transactions. David Donnelly and Julie Hoey are to be added as signatories. John Tessier and Lynne Guy to be removed.

**Subcommittees endorsed for 2019 are:**

Primary Subcommittee – Convenor – Lisa Griffin  
Secretary – Julia Schofield  
Assistant Treasurer – Lesley Brown  
Dept Convenor – Kim Sparrow

Music Subcommittee – Chairperson – Claire Tipper  
Secretary – Felicity Ferguson-Tait  
Assistant Treasurer – Karen Sherlock

All appointments, and committees were endorsed by the meeting.

## President's Report 2018

2018 was a crazy year of activity and our school has certainly had a substantial alteration in its appearance. Over the last couple of years it has been very rewarding to witness the planning, construction and destruction that has resulted in what will certainly be the envy of many schools both now and for many years to come. The first meeting for this project was held October 17, 2016 and many meetings later we can all now see a great result for HSPA. I applaud all involved in this development and I must complement the staff of HSPA for their meticulous evaluation of so many aspects of the new school layout. The staff have been well informed throughout and have taken the opportunity, where possible, to provide input. This input was always targeted at what is best for the students and how the facilities can assist the staff and students. HSPA, being unlike many, if in fact any other school has specific needs as we are all aware. As parents we of course want the best for our children, the students of this school. This development will be a fantastic upgrade that will benefit both staff and students immediately and for years to come. Again, congratulations to all.

During this year I am thankful to have been able to contribute in the role of President. It has been a privilege to work alongside Dee Morrison (Treasurer), Malini Stephen (Secretary), David Donnelly (Senior Vice President) and Lynne Guy (Junior Vice President). I thank the Executive for their availability and generosity of time, for providing quick responses to emails, texts and calls from me throughout the year when input was needed at short notice and in particular in between scheduled P&C meetings.

The monthly P&C meetings are held on the first Monday of each month, excluding school holidays, commencing at 7pm. These meetings include presentations by staff to provide an insight into our school operations, the New South Wales Education system and also allow enquiry and input from attendees at these meetings. Topics for consideration are welcomed from all families at the school. These can be forwarded, at any time, to the P&C Executive at [hspa.pandc@gmail.com](mailto:hspa.pandc@gmail.com)

At HSPA, parents and caregivers are welcome to be part of an active and engaged community, looking to support students and teachers. I thank the staff at HSPA for their involvement in the P&C meetings throughout the year, with special mention to Jo Gray and Marcus Neale for their attendance and contribution each month. The Principal's Report has provided updates on all things HSPA throughout the year and with the building now completed I am sure the P&C will be interested in reports of how it is being used and the changes that it has made to the school. Both Jo and Marcus regularly consult with parents, during the monthly meetings, in an open and transparent manner and I thank them on behalf of the P&C.

Every year they are busy but in 2018, with so many additional rules and regulations to adapt to, our dedicated canteen staff must be applauded. Emma and staff are constantly asking for input on what is wanted and needed

from the students. Thanks to the professionalism and commitment of our canteen staff and volunteers, not only is it possible for healthy eating at HSPA but canteen profits provide the P&C with the majority of money raised. These profits have enabled us to raise significant funds this year for school improvements and education resources that will assist students and the school into the future. Even with being located in the “Bermuda Triangle” flanked by Subway, McDonalds and Hungry Jacks contribution from the canteen profits has increased over the years and we thank all responsible for making this possible.

Our P&C subcommittees have again devoted a lot of time and energy and done a fantastic job supporting their specific areas of our school. The organizational and fundraising talents of these committees, along with canteen profits, have enabled almost \$90,000 to be available to the school this year. I would like to thank the convenors of the various subcommittees for their leadership and the committee’s work during 2018.

Looking back now on 2018 the buildings at HSPA have definitely undergone a dramatic change but I am perhaps even more impressed by the lack of change or stability in the most important asset of the school- the people. I am unashamedly proud of the school and the quality of the HSPA community has been evident throughout 2018. Through triumphs, through tragedies and everyday existence the support network of this school continues to impress me. Students, teachers, parents and caregivers all contribute to this school and I hope that the P&C will continue play an important role in the future as I believe it has in 2018.

On a personal note, with this being my last term as President, I would like to thank everyone for their support, which has been appreciated and their friendship which I know will continue. It has been a privilege to represent HSPA P&C for the last four years in the role as president. During this time I have been able to encourage and welcome many families to join HSPA during information sessions and share great moments during student award presentations and the unbelievable school productions.

I have been asked on several occasions about the “stories” I tell and my positivity towards HSPA that I talk of during information evenings in particular. It’s easy as I just tell the truth and what I say is what I believe. I am proud of HSPA as I am sure many others are. I have been able to share the stage (both theatre and bini) with some very talented people and I am sure I will tell many stories in the future as these students progress their careers. As I have said many times when I am at this school I am confident that I am the least talented person on stage on any day or night at HSPA. I am always confident of this statement as it has been my pleasure to witness so many talented students. I know this will continue to be the case and I look forward to HSPA staff, students, parents and caregivers working together in the future.

John Tessier, P and C President

## 2018 HSPA P & C Treasurers Report

New accounts were fully established at Westpac New Lambton under their Community Banking umbrella and ANZ accounts closed early 2018 as planned. This has facilitated the canteen takings to be included with the school banking which is collected and delivered to the bank each day. New accounts were established for P&C, Music Committee and Primary Committee- thus allowing each Committee's funds to be accounted independently. The accounts are accessed via deposits in branch by a number of avenues including Canteen, Primary subcommittee and Music subcommittee as well as P&C treasurer; additionally EFT deposits are made particularly for Music Uniform fees where parents are requested to electronically deposit to the Music cheque account. Debits to account include cheques issued but more and more transactions are made electronically with two of three of P&C executive required to authorise all electronic transaction via Westpac Business internet banking. Security is maintained via SMS codes to mobile phones after individual log in.

We continue with the cloud based system, Xero, for input of and payment of accounts plus wages. Each user has a unique log in code and all transactions are fully trackable in the system. Wages are processed sometime between Friday afternoon and Monday, for the previous week. The canteen accounts are input when able on weekly basis. I acknowledge and thank the canteen staff for their understanding with any little hiccups that may occur and acknowledge that we are volunteers working around our full time employment and family responsibilities.

The canteen continues to be the main/only fundraising arm for the P&C generally- The Primary and Music Sub Committees are very active in fundraising in their own rights. The EFTPOS machine in canteen has been a great asset, particularly in regard to book pack sales, and although sales fluctuate from day to day it is quite a cost effective sales method. We appreciate the time and effort of our staff in accepting and processing EFTPOS payments but acknowledge that it is an essential tool for our canteen.

A summary of Canteen sales is as follows:

- On Line sales – total for year \$32,544
- EFTPOS sales – total for year \$75,089.
- Cash sales – total for year \$152,373- this includes payments for catering done by our "super staff" for various DET functions throughout the year

We employ three people- there are two on each day with one paid supervisor rate and the second is paid assistants rate. Emma and Fiona share the supervisor role and Fiona also covers a day as assistant. I would personally like to acknowledge and thank each of them, Emma, Fiona and Lynne.

Summary/comparison of results for 2017 and 2018

	<b>2018</b>	<b>2017</b>
<b>Canteen takings</b>	\$260,006	\$264,561
<b>Canteen Expenses</b>	\$205,898	\$209,057
<b>Net Profit</b>	<b>\$ 54,108</b>	<b>\$ 55,504</b>

Break up of expenses are as follows:

	<b>2018</b>	<b>2017</b>
<b>Wages</b>	\$61,670	\$60,060
<b>Superannuation</b>	\$5,859	\$5,589
<b>Canteen Accounts</b>	\$138,369	\$136,302
<b>Miscellaneous</b>	\$ -	\$ -
<b>Petty Cash</b>	(included in accounts above) \$ -	\$7,106
<b>Total Expenditure</b>	<b>\$205,898</b>	<b>\$209,057</b>

We continue to provision an accrual for LSL for all employees with over 5 years' service. The accrual increased \$2,810 this year with current accrual held shown as \$11,394 in financial statement.

We continue to meet our obligations in regard to completion and payment of our quarterly Installment Activity Statement to ATO; payment of Workers Compensation annually; payment of Superannuation Guarantee on monthly basis as well as annual payment to P&C Federation for affiliation fees and insurances. Additionally there are compliance matters such as reporting to Australian Charities and Not-For-Profit Commission (ACCN); maintaining Working with Children Check register for our paid employees and updating details with ATO, Australian Business Register and P&C Federation annually.

The Audit report has noted that on ABR we are noted as "unincorporated", when we are in fact "incorporated" under P&C Federation. At moment we are investigating the need to alter this and what is involved in this matter- further advice will be available at later meeting as information is obtained.

As at December 2018 account balances were as follows:

Westpac P&C Cheque account	\$42,155
Westpac Music Cheque account	\$971
Westpac P&C Cash Saver account	\$ 81,731

Westpac Music Cash Saver account	\$ 4,361
Westpac Primary Cash Saver account	\$6,092
<b><u>Total P&amp;C Funds</u></b>	<b><u>\$135,310</u></b>

Donations to school

**P&C**

\$950 Jul Primary Sports Shirts  
 \$2,000 Dec School Executive Blazers  
 \$850 Dec 2018 2018 School awards

**Total donation P&C 2018 \$3,800**

**Primary**

\$14,400 Dec 18- Donation as per Principal request 2018- Shade sails for playground

**Total donation Primary 2018 \$14,400**

**Music**

\$620 Sep 18 – Band uniforms – feathers  
 \$891 Dec 18 – Thank you Gifts for Band Camp

**Total donation Music 2018 \$1,511**

**Overall total donations by HSPA P&C to school for all committees for 2018 is \$19,711**

Dee Morison  
 HSPA P&C Treasurer  
 26.02.2019