

**MINUTES OF  
WPS UNIFORM SHOP COMMITTEE MEETING & AGM  
WEDNESDAY 12 NOVEMBER 2014**

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**Present:** Lynda Morris, Janice Choy, Paula Cunningham, Melissa Fisher

**Apologies:** Amy Diefes

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**Treasurer's Report**

Profit and Loss for the financial year 1 October 2013 to 30 September 2014 is provided.

Balance Sheet provided as at 30 September 2014.

The bank statement shows a balance of \$16,043 at the end of the financial year.

Sales for the year were \$172,700 which is a 23.5% increase on last year. The sales have increased with the introduction of the new school uniforms. As the sales reached the GST free threshold in this financial year we have had to register for GST and we have had to increase some of the uniform prices. These increases took effect from the beginning of the new financial year.

The profit for the financial year was \$29,055 which is an increase of 52% on the year before due to the increase in sales in the last term and our discount from Permapleat.

Stock on hand has decreased to \$87,096 but this is still quite high compared to previous years and our insurance policy now covers this value of stock.

The worker's compensation policy was renewed paying the minimum cover.

The most exciting news for this year is the new online shop is now operating as from the beginning of Term 4 and seems to be going quite well.

The Uniform Shop was unable to contribute any funds to the P&C in the last financial year but we hope to make contributions again in the new year now we have all the new uniforms available and all the old uniforms have been donated.

**Staff and Opening Hours**

No changes to staffing.

Extended opening times:-

Tuesday 28 January	12-2pm
Wednesday 29 January to Friday 31 January	8.30 – 10.30am
Monday 3 February	8.30 – 10.30am
Wednesday 5 February	8.30 – 9.30am
Friday 7 February	8.30 – 9.30am

From Wednesday 12 February opening times will revert back to normal opening times (ie. Wednesday and Friday mornings 8.30 – 9.30am).

### **Girls Uniform**

MF advised that she will order and sign off of new girls uniform fabric with Permapleat.

LM and MF had a meeting with Brad from Permapleat and discussed improving the zip in the girl's summer uniform so that when the top button is undone you cannot see the zip. Also discussed the need to look at the different lengths of the dresses as the size increases; making size 8 and up shorter. Currently the bigger sizes are far too long.

All agree to sell packets of hairclips at \$5 and not to split the packs but to sell them as is (ie 12 per pack). LM to arrange.

### **Boys Uniform**

Delay in receiving size 8 summer shirts, they will not be in for approximately another 2 weeks. A notice was placed in the newsletter.

### **Netball Uniform**

LM and Kate Goulston have secured samples and costings from another supplier for the netball uniforms significantly cheaper than the current supplier. LM advised they supply other major clubs and State and NSW Representative Clubs. The larger the order the cheaper the item and all agreed that with the size and growth of the Netball Club we could afford to place a larger order to secure the cheaper price.

LM gave samples out to try on various girls to ascertain the sizing and will proceed to place an order as soon as possible so the uniforms are in by the end of the year or start of next year.

### **Chiropractic Bags**

LM noted that the bags have sold well and we have currently sold well over half (50 ordered in total). They are due for delivery in January 2015 and an email blast will be sent out to arrange collection for those parents who have purchased the new bags.

### **Shopify**

Shopify is working well however Vend is now compromised regardless of the fact the two systems are supposed to work together. JC to investigate problem and is in the process of trying to resolve.

Further, the transaction fee is not being charged; therefore we are incurring a slight loss (paypal and Shopify Fee) on each item. JC is aware of the problem and is in the process of resolving.

JC is in contact with Mary Lam to address both problems as noted above.

### **Stocktake**

End of year stocktake is taking place on 17 December.

LM advised there is currently a problem due to Shopify and Vend not working well together. This stocktake problem will be rectified once the new stocktake has occurred.

### **Bags & Labels**

MF proposed the introduction of bags and labels for all purchases (moving away from the current recycled bags).

MF and LM to obtain quotes for shopping bags and the production of stickers.

### **P&C Uniform Shop on Website**

MF enquired about the responsibility of updating the P&C website on behalf of the Uniform Shop. Currently no one seems responsible.

All agreed that LM should undertake this role and MF has agreed to give LM access and teach her how to manage the website on behalf of the Uniform Shop.

### **Uniform Shop Fitout**

All agree that to have the uniform shop fitted out with custom made cabinetry is far too expensive for the school. Therefore all agree we need to look at pre-fabricated options (ie. Ikea or Fantastic Furniture).

The cost of the prefabricated cube shelves to be sent to Patricia Petterson for approval and payment before the end of the year in order for possible working bee and installation of the uniform shop during the school holidays to be carried out.

MF to obtain quotes and liaise with PP.

### **AGM Items**

Tabling and Approval of Financial Statements: For previous financial year ending 30 September – these must then go to Auditor and P&C Treasurer.

### **Adopted & Agreed**

Appointment of Executive Members for following year - Names of Convenor, Secretary and Treasurer to be nominated. These need to be submitted for approval at P&C AGM

**All committee members nominated and were re-elected unanimously.**

Changes to Bank Signatories for following year: Two signatories required – Shop Manager, Convenor, Secretary, treasurer and Deputy Principal

### **No change**

Confirmation that Workers Compensation Policy is up to date: Policy renewal is 22 August each year.

**Noted and confirmed.**

### **Next meeting date**

To be confirmed – 1<sup>st</sup> Term 2015

### **Closure**

The meeting closed at 11.40am