

CHAPEL HILL STATE PRIMARY SCHOOL

Parents and Citizens Association



SUBCOMMITTEE REPORT

details

Tuesday 13 March 2018

Subcommittee:

Uniform Shop- Leah
Woodward, Ruth Bradbury,
Dean Newberry, Michelle
Canny

item	notes
General	
Successes <i>Things going well</i>	<ul style="list-style-type: none">✓ We have an excellent stock management system in place.
Roadblocks <i>Things getting in the way</i>	<ul style="list-style-type: none">○ There is a vacancy for the role of Uniform Shop Convenor. There are currently no experienced volunteers who are able to take on the Convenor role in a voluntary capacity. The shop window cannot run with <u>only</u> random volunteers, there is too much money at stake and as a result is in danger of closing down permanently.○ <i>Historical perspective:</i> For several convenors in a row we have had a voluntary convenor who abruptly quits and leaves the successor to learn everything from scratch with no prior knowledge, leading to significant errors in stock ordering and the general running of the shop. We must act now to avoid this happening again.
Actions	
Recommendations <i>Motions you want to raise</i>	<ul style="list-style-type: none">○ I recommend that we make the role of Uniform Shop Convenor a paid position. This will increase shop efficiency and consistency. Most schools have a paid convenor, and is especially needed for a school of our size. The position would be approximately 4 hours per week (<i>weekly tasks include: working at the shop window- 1.5 hrs, re-stocking items after trading hours- .5 hrs, entering sales into MYOB- 1 hr, managing overall stock levels and ordering new stock-.5 hrs, unpacking new stock-.5 hrs</i>) with an additional 15 hours per year spent doing the prep

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	<p>orientation days, January open days and stocktakes. This would cost the P&C up to \$5,000 per year (much less this year since it wouldn't start until term 2).</p> <ul style="list-style-type: none">○ Point of information: The uniform shop currently earns a surplus of \$17,000-\$19,000 per year. Over the counter sales make up approximately 50% of total yearly sales. We sell about \$80,000 of stock per year. There may be some options for reducing costs which will be presented at the May meeting.○ If we fail to pass the motion to employ a convenor then the shop will become flexischools only effective at the start of term 2. This option would be a detriment to the school community.