

# Farrer Primary School P&C Association

## Uniform Shop Sub-Committee's Report

For the AGM Dated 23/11/23

### Committee Members

The names of the committee members in office at any time during the year are:

Deb Bowden (P&C Representative)

Anthea Healey (Treasurer)

Sarah Richardson (Master packer)

D'Marie Bradfield (Assistant) - joined early 2023

Committee members have been in office since the last AGM to the date of this report unless otherwise stated.

### Principal activities

The principal activities of the association were provision of the Farrer Primary School uniform. The uniform is consistent with occupational health and safety, anti-discrimination and equal opportunity legislation, and the Education Directorate's *Sun Protection* policy. It supports an active community and ethical purchasing and reflects the FPS *Dress Standards Policy and Procedures*.

Coming to the end of the third year with the P&C running the Uniform Shop we have developed a solid business base and are continuing to improve our governance and good business practices.

No significant change in the nature of these activities occurred during the year.

### Operating result

The surplus of the Uniform Shop Sub Committee for the financial year amounted to \$7,397.27.

Over the last financial year 1 July 2022 to 30 June 2023 we had total debits of \$12,837.41 and total credits of \$20,450.68 leaving a total profit of \$7,613.27. Running costs of the webpage came to \$216.

Surplus funds were transferred from the uniform shop account to the general P&C account, totalling \$15,000 this year. Current balance for the uniform shop as of 21/11/2023 sits at 12,166.46.

## **Staffing**

A team of four volunteer parents continued the running of the shop in 2022/23. This team shares responsibility for packing, ordering, negotiating and planning.

## **Stock**

Throughout 2023 the Uniform Shop continued to refine the uniform options offered. There still remained a large volume of old stock which was offered at sale prices. Feedback from parents continues to guide uniform options. We have added a new item this year, being a school dress similar in style to the polo shirts. These are very popular with the younger children from preschool to grade 3 and 4.

The Uniform Shop has focused on reducing base stock levels for items that are available with short lead times (such as all bottoms ordered from LWReid), while maintaining a good stock base level of items that have long lead times or require minimum order numbers.

## **Second hand uniforms**

The Second Hand Uniform Sales continued to be popular with costs kept very low at \$1-5/item. Secondhand items were available for purchase on the website, however the time required to keep this updated has resulted in mixed results. We ran a few rummage sales in 2022 and to date in 2023. Despite the low cost, large volumes of second hand items were accumulating and excess second hand stock was taken into textile recycling at H&M. The large volume of second hand items is creating a waste issue for the Uniform Shop, and we are looking into more effective methods to reduce this waste, and recycle what is left.

## **Ordering and Delivery**

The online platform continues to work well for the Uniform Shop, with positive feedback from parents and the volunteers finding it easy to use from the back end. In January 2023 we provided a delivery service at an extra cost of \$5.00 per delivery (not per item) for back to school. This was utilised by many and well received. It was only for the beginning of the year and not a continuous service.

To reduce disruptions to classrooms and to comply with the Education Directorate Covid requirements, all orders were delivered to the Front Office and FPS staff delivering to the

classrooms to be sent home with the student. We thank the Front Office staff for their assistance with this.

**Signed in accordance with a resolution of the Members of the Sub Committee:**

Uniform Shop Sub Committee member: ...*Anthea Healey*.....

Uniform Shop Committee member: *Sarah Richardson*.....

Dated this .....21st..... day of November 2023