

## New Business Unit Monthly Report from Uniform shop

Uniform shop <uniformshop@tgshspandc.org.au>

Tue 4/02/2020 9:43 AM

To: Secretary The Gap SHS P&C <secretary@tgshspandc.org.au>; Uniform Shop The Gap SHS P&C <uniformshop@tgshspandc.org.au>; Treasurer The Gap SHS P&C <treasurer@tgshspandc.org.au>; President The Gap SHS P&C <president@tgshspandc.org.au>; Vice-President The Gap SHS P&C <vice-president@tgshspandc.org.au>

### Business Unit

Uniform shop

### Completed by:

Renuka Nathan Britta Kammann

### From Email

[uniformshop@tgshspandc.org.au](mailto:uniformshop@tgshspandc.org.au)

### Date

04/02/2020

### Monthly Overview

January was a very busy month. Online Orders are getting popular. There were a few exchanges. Parents were happy with the booking system. The sample rack was confusing as parents choose the wrong style (blouses instead of shirt or the other way around or junior instead of senior uniform). It was hard to read the sizes, even we wrote it on the sample tag. We rather take the uniform to try on off the shelf, to make sure the parents have the right uniform. The skirts and skorts are different batches and the samples rack had different batches hanging out. Second hand uniforms and lost property came in and we process them. We would like to give a big thank you to our amazing volunteers. Thank you to Wendy for all her help and guidance as our operation manager.

### New tasks / actions for next month

Working on indent orders.  
Returning the wrong style girls grey shorts to Trutex. We try to organise a few girls shorts from Corinda State High School.  
Making the sample rack more clearer for parents to choose the right uniform.

### Opportunities/requests for P&C consideration

The online orders when processed should provide the information about the uniform shop opening hours. Parents were unaware about when they could come and collect the orders. Parents when they order online were unaware that they have to wait for an confirmation email, to say that their order is processed.

### Are there any issues / incidents / concerns?

The stock line of the girls grey shorts came in instead of our costume made one. Now the delivery is expected for mid to end April.

## New Business Unit Monthly Report from TGSHS Coffee Shop

TGSHS Coffee Shop <cafe@tgshspandc.org.au>

Thu 6/02/2020 2:38 PM

To: Secretary The Gap SHS P&C <secretary@tgshspandc.org.au>; Cafe TGSHP&C <cafe@tgshspandc.org.au>; Treasurer The Gap SHS P&C <treasurer@tgshspandc.org.au>; President The Gap SHS P&C <president@tgshspandc.org.au>; Vice-President The Gap SHS P&C <vice-president@tgshspandc.org.au>

### Business Unit

TGSHS Coffee Shop

### Completed by:

Kyra Gahan

### From Email

[cafe@tgshspandc.org.au](mailto:cafe@tgshspandc.org.au)

### Date

06/02/2020

### Monthly Overview

- So far we have had a positive start to the new school year and term 1. We have already had yr 12 Hospitality students being their placement and Jordan from yr 12 inclusion has begun his deliveries again. Jordan will also be completing working experience in the cafe in addition to delivery at least 1 day per week.
- On Tuesday the 4/2 I had big issues with the square carder not connecting to the iPad even though the iPad thought it was connected. During the time it was not working I was able to collect electronic payment by entering card details manual until I could fix the issue. Callum from IT came and helped sort the issue. In the end he had to uninstall and reinstall the app. This solved the problem and we were able to continue service without any further hiccups.
- Friday the 7/1 is the swimming carnival. I have decided to open in the morning and then close early once students and staff leave for the pool.
- We will be trialling getting Coles deliveries this term rather than me doing the shopping in person on Mondays.

### New tasks / actions for next month

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### Opportunities/requests for P&C consideration

Many teaching staff have expressed an interest in the coffee shop being open on Mondays as there is no longer a staff meeting on Monday mornings and this was the main reason we were not opening on Monday mornings.

### Are there any issues / incidents / concerns?

- On Wednesday the 5/2 there was a Lock down drill. During this drill it came to my attention that I am not on any staff register, which means in the event of an actual lockdown and something did go wrong no one would have known I was there or any students that may have been with me. So Can I please be added to the on teaching staff register.

## New Business Unit Monthly Report from Tuckshop

Tuckshop <tuckshop@tgshspandc.org.au>

Mon 10/02/2020 2:01 PM

To: Secretary The Gap SHS P&C <secretary@tgshspandc.org.au>; Tuckshop The Gap SHS P&C <tuckshop@tgshspandc.org.au>; Treasurer The Gap SHS P&C <treasurer@tgshspandc.org.au>; President The Gap SHS P&C <president@tgshspandc.org.au>; Vice-President The Gap SHS P&C <vice-president@tgshspandc.org.au>

### Business Unit

Tuckshop

### Completed by:

Paula Gagiano

### From Email

[tuckshop@tgshspandc.org.au](mailto:tuckshop@tgshspandc.org.au)

### Date

10/02/2020

### Monthly Overview

January was a short month only 1 week

I have put the prices up of the hot foods and all the milk drinks also the fizzy fruit drinks.

Staff on the doors have been good so far was a bit rocky to start but all sorted now.

### New tasks / actions for next month

Function menu for the office I am trying to get this together hopefully I will complete it by the end of Feb.

Training up new volunteers

### Opportunities/requests for P&C consideration

Parking- just want to know what is happening with the boom gate? We only use 2 of the school parking spaces there - there is never parking available at the bottom after 9am .

\* Dishwasher for the kitchen should be considered as numbers of students and also workload increases.

\* Aircon down the other side of the tuckshop as it's been really hot inside.

\* Fly screens for the door

\* I was also thinking of a Facebook page for Tuckshop as a closed group so volunteers can let us know if they can't make it and others could also then see this and jump in to help or swap days.

### Are there any issues / incidents / concerns?

none