

Business Unit

The Gap State High School

Completed by:

The Gap State High School Tuckshop

From Email

tuckshop@tgshspandc.org.au

Date

18/09/2020

Monthly Overview

This month has been a bit slow as the year 11 and 12 are on block exam for 2 weeks and holidays start in the middle of this month. It has been great seeing new faces while the older students are not here, allot of the year 7's who don't normally come because of the ques and people pushing in the ques. As discussed with Andy and David maybe the younger ones should be able to come in first to the Tuckshop. Even if it is for the first 10 min.

Have spoken the Bridget from the environment club about getting a soft plastic bin in the tuck-shop for next term which will be great as we do have allot of which we go through. We are always trying to help in recycle plastic, cardboard and giving our veg scraps to staff who have chickens or worm farms to keep them out of the landfill.

Still having trouble with teacher turning up for the door on time.

New tasks / actions for next month

Next term the new menu will be up and running as I have completed it. Will also be introducing a few new baked items for the students and teachers to purchase .

Before Covid i was in the middle of organising a day in Kelvin Grove High tuck-shop and Albany Creek high tuck shop. I will try and email the conveners next term to see if I can still go over and they come to us for a day. Great opportunity to see how they run and what their kitchens look like.

Will go buy a Safe in the holidays to have installed for next term.

Opportunities/requests for P&C consideration

With the warmer months now approaching the flies are slowly starting to come back . I know some Tuckshops have screen doors to stop them coming in. If we could Look at a screen door or air curtains to prevent them from coming in would be good.

Also It probably time for a pest control to pay a visit and spray.

Are there any issues / incidents / concerns?

none

Business Unit

Uniform shop

Completed by:

Angela Windmill

From Email

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Date

07/10/2020

Monthly Overview**Sales Summary:**

September has been a relatively quiet month sales wise, mainly due to the 2 week school holiday break.

Total Net Sales: \$4536 (62 Transactions / 56 Customers)

Best day of the Week: Mondays (Average sales \$498/day)

Top Selling Item: Boys grey Shorts (164 Units sold accounting for \$627 in sales)

Stationary for Back to School:

As in previous years, the P & C (via the Uniform shop) are facilitating the co-ordination of the direct to parent stationary supplies through Officemax/Winc. Confirmed Stationary lists from Head of Junior Schools (Rex Bertrand) have now been received and input on the Winc website. Over the next week (or 2), Winc will create the 'live' lists for parents to access and provide the link for the P & C to use in marketing communications. It is expected to have this finalised and ready to distribute to student/parents/feeder schools late Oct/early Nov (along with the information below re Dec/Jan uniform fittings).

End of Year and School Holiday/Back to School Opening Hours:

Extended hours and opening dates over the summer school holidays have been finalised, Trish from Sabre is adding this information to the booking system we've used in previous years to create the appointments for fittings. Once this has been completed, the marketing communications can be updated with the link to then distribute to existing students/parents and feeder schools in the area in for the 2021 Year 7 intake. It is planned for the information to go out late Oct/early Nov.

Cash Drawer Error:

The error reported in last months report has now been rectified (thanks to Trish from Sabre for coming out to fix this).

Sports Uniform:

Initial discussion held with Dave Moran re the new 8 house system being integrated into the school starting next year. Preliminary ideas, plan & timeframe discussed around possible new designs & process for obtaining samples. Further discussions to continue in the coming months/next year as the new houses are phased in.

Harlequin Bags:

As mentioned in the July report re investigating bag options for the students, samples have now arrived. (Pictures, pricing, minimum order quantities etc are available upon request for further perusal.) The Genius back pack has previously been sold via the shop, however has not equated to significant sales quantities:

ie 2018 = 2 Sales & 2019 = 7 Sales.

With minimum quantities imposed by the supplier, if the 4 styles of bags that would be suitable for the students were ordered, this would amount to approx \$4500 upfront cost to purchase. With no option for returning unsold bags for a refund. As sales history does not reflect metrics to support sales of the bags, it is viewed by the Uniform Shop that this is not a viable option. I am happy to discuss this further if the popular opinion of the P&C community is otherwise.

New tasks / actions for next month

Indent Orders: (for custom made items):

Finish collating sales history and start forecasting quantities required for the Dec/Jan period. Submit Stock Transfer orders to suppliers Late Oct for stock to arrive by end of Nov.

Purchase Order (see request for approval below)

– Boys Shorts & Trousers / Girls Shorts & Trousers (not part of indent orders as these items are 'off the shelf' items.)

Job Opportunity:

With the Dec/Jan fittings coming up and the new processes required for maintaining a Covid-safe environment, the Uniform Shop will require the assistance of a couple of casual attendants. These roles will be just for the duration of the Christmas/School holidays extra trading hours which account for 80% of total sales for the year. The positions will be advertised at the beginning of Oct, with the view for interviews late Oct/early Nov and then induction/training mid-late Nov.

Opportunities/requests for P&C consideration

Branded Australia, (who currently supply our Fleece Jackets & Belts), have submitted a proposal/quote for supplying TGSHS uniform. Whilst most of their pricing is on par with our current supplier, their pricing for supplying the sports uniform is between \$1.60-2.50 cheaper per unit for the polo's and \$3.60-4.60 cheaper per unit for the sport shorts. Based on last year sales of 700 units each this could represent extra profit/savings of \$1120-1750 for the Polo's and \$2520- \$3220 for the Shorts. Further investigation of this opportunity will continue in the coming months.

Purchase Order:

Motion to approve Boys & Girls Shorts & Trouser order for re-stock in time for the Dec/Jan fittings.

Please see attached spreadsheet for details. But in summary: Quantity to order is to top up existing stock levels to accommodate demand over the Dec/Jan period (which account for 80% all sales for the year). Quantity required is based on sales history from last year plus expected demand due to increasing popularity of some items. (ie girls shorts and trousers in the last 8 months has seen a growth of 4 times that of the previous years. Eg Sales of girls trousers in 2020 = 89 versus 2019 = 10)

Are there any issues / incidents / concerns?

Out of Stock Items:

As mentioned in last month's report several line items are now out of stock:

Sport Shorts: Size 12 / Junior Blouse: Size 10 / Senior Blouse: Size 10 & 12

Indent orders for these items were placed back in June/July, with delivery expected November.

A small quantity of emergency stock is being air freighted sooner and expected week 1 of Term 4.

File attachment

- [BG-ShortTrouser-Forecast-Dec20-Jan21.xlsx](#)

Item:	Item Variation	Category	Quantity Sold 1 Nov - 31 Dec	Quantity Sold 1 Jan - 15 Feb 20	Total Items Sold	Current SOH	Qty To Order:	Cost per Unit	Total:
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Boys Shorts:

Grey Shorts		6 Boys Formal Uniform	1	2	3				
Grey Shorts		8	19	5	23				
Grey Shorts		10	14	52	66				
Grey Shorts		12 Boys Formal Uniform	32	58	90				
Grey Shorts		14 Boys Formal Uniform	28	60	88				
Grey Shorts		16 Boys Formal Uniform	17	65	82				
Grey Shorts		18 Boys Formal Uniform	1	27	28				
Grey Shorts	72R	Boys Formal Uniform	3	16	19				
Grey Shorts	77R	Boys Formal Uniform	13	31	44				
Grey Shorts	82R	Boys Formal Uniform	8	59	67				
Grey Shorts	87R	Boys Formal Uniform	8	31	39				
Grey Shorts	92R	Boys Formal Uniform	2	8	10				
Grey Shorts	97R	Boys Formal Uniform	1	5	6				
Grey Shorts	102S	Boys Formal Uniform		3	3				
Grey Shorts	107S	Boys Formal Uniform		6	6				
Grey Shorts	112S	Boys Formal Uniform			0				
Grey Shorts	117S	Boys Formal Uniform		2	2				
Grey Shorts	122	Boys Formal Uniform			0				
TOTAL:			147	430	576				

	7	0	24.45		0				
	27	5	24.45		122.25				
	46	25	24.45		611.25				
	31	70	24.45		1711.5				
	2	100	24.45		2445				
	20	70	24.45		1711.5				
	18	15	24.45		366.75				
	22	5	26.45		132.25				
	37	10	26.45		264.5				
	17	55	26.45		1454.75				
	44	5	26.45		132.25				
	26	0	26.45		0				
	25	0	26.45		0				
	11	0	26.45		0				
	6	0	26.45		0				
	2	0	26.45		0				
	1	1	26.45		26.45				
		2	26.45		52.9				
	342	363	462.1		\$ 9,031.35				

Boys Trousers:

Trousers		8 Boys Formal Uniform			0				
Trousers		9 Boys Formal Uniform			0				
Trousers		10 Boys Formal Uniform		8	8				
Trousers		11 Boys Formal Uniform			0				
Trousers		12 Boys Formal Uniform		6	6				
Trousers		14 Boys Formal Uniform	1	10	11				
Trousers		15 Boys Formal Uniform			0				
Trousers		16 Boys Formal Uniform		9	9				
Trousers		17 Boys Formal Uniform		1	1				
Trousers		18 Boys Formal Uniform		6	6				
Trousers	74L	Boys Formal Uniform		2	2				
Trousers	79L	Boys Formal Uniform		4	4				
Trousers	84L	Boys Formal Uniform			0				
Trousers	89L	Boys Formal Uniform		2	2				
Trousers	94L	Boys Formal Uniform			0				
Trousers	77R	Boys Formal Uniform		4	4				
Trousers	82R	Boys Formal Uniform		10	10				
Trousers	87R	Boys Formal Uniform		3	3				
Trousers	92R	Boys Formal Uniform		3	3				
Trousers	97R	Boys Formal Uniform		1	1				
Trousers	87S	Boys Formal Uniform	1	2	1				
Trousers	92S	Boys Formal Uniform			0				
Trousers	97S	Boys Formal Uniform		1	1				
Trousers	102S	Boys Formal Uniform		2	2				
Trousers	107S	Boys Formal Uniform			0				
TOTAL:			2	74	74				

	6	0	26.95		0				
	7	0	26.95		0				
	0	10	26.95		269.5				
	3	2	26.95		53.9				
	0	10	26.95		269.5				
	4	10	26.95		269.5				
	3	2	26.95		53.9				
	0	15	26.95		404.25				
	2	3	26.95		80.85				
	7	3	26.95		80.85				
	3	2	28.95		57.9				
	3	5	28.95		144.75				
	3	2	28.95		57.9				
	3	2	28.95		57.9				
	8	0	28.95		0				
	9	0	28.95		0				
	2	15	28.95		434.25				
	5	5	28.95		144.75				
	7	0	28.95		0				
	9	0	28.95		0				
	12	0	28.95		0				
	5	0	28.95		0				
	2	0	28.95		0				
	2	0	28.95		0				
	2	0	28.95		0				
	107	86	703.75		\$ 2,379.70				

Girls Trousers:

Girls Trousers		4 Girls Formal Uniform			0				
Girls Trousers		6 Girls Formal Uniform			0				
Girls Trousers		8 Girls Formal Uniform			0				
Girls Trousers		10 Girls Formal Uniform		1	1				
Girls Trousers		12 Girls Formal Uniform		1	1				
Girls Trousers		14 Girls Formal Uniform		1	1				
Girls Trousers		16 Girls Formal Uniform			0				
Girls Trousers		18 Girls Formal Uniform			0				
Girls Trousers		20 Girls Formal Uniform			0				
TOTAL:			0	3	3				

	0	0	26.5		0				
	16	0	26.5		0				
	20	0	26.5		0				
	10	0	26.5		0				
	5	10	26.5		265				
	9	5	26.5		132.5				
	13	0	26.5		0				
	6	0	26.5		0				
	2	0	26.5		0				
	81	15	238.5		\$ 397.50				

Girls Shorts:

Shorts		6 Girls Formal Uniform	3		3				
Shorts		8 Girls Formal Uniform		3	3				
Shorts - Girls		4 Girls Formal Uniform	1		1				
Shorts		10 Girls Formal Uniform	3		3				
Shorts		12 Girls Formal Uniform	2	1	3				
Shorts - Girls		14 Girls Formal Uniform			0				
Shorts		16 Girls Formal Uniform		1	1				
Shorts		18 Girls Formal Uniform		1	2				
TOTAL:			9	6	16				

	12	5	24.5		122.5				
	13	5	24.5		122.5				
	5	0	24.5		0				
	17	0	24.5		0				
	22	0	24.5		0				
	9	5	24.5		122.5				
	12	5	24.5		122.5				
	0	5	24.5		122.5				
	90	25	196		\$ 612.50				

Grand Total: \$ 10,438.85

Terms:

Prices excludes GST & Shipping

Delivery ETA: Nov 50% / Dec 50%

Expected Sales: Dec 2020 - Feb 2021 80- 100%

Payment for this item will only occur when we draw down and transfer stock from the supplier warehouse to the uniform shop.

Payment terms are 14-30 days after delivery.

Business Unit

Cafe

Completed by:

Kyra Gahan

From Email

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Date

10/09/2020

Monthly Overview

Staff members of the wellbeing committee have implemented a Pay It Forward initiative with the cafe. Staff have a pay it forward card which has a value of \$5 at a time which they pay and pass on to another staff member and so on so forth. As most of the purchases are \$4.30 the wellbeing committee has decided to donate the change to the cafe/PandC.

So far the first week of exam block for year 11 and 12 has been very quiet and our sales have dropped considerably. In future exam blocks it may be that reduced hours of service are necessary.

We have a new inclusion student trialing being our delivery person from next week, as Jordan our previous wonderful delivery person is about to finish year 12.

New tasks / actions for next month

Does the PandC want to continue to open 5 days in term 4? Term 4 will be slightly quieter with yr 12 only there for 2 weeks.

Opportunities/requests for P&C consideration**Are there any issues / incidents / concerns?**