

Business Unit

Uniform Shop

Completed by:

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From Email

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Date

04/03/2021

Monthly Overview**Sales Summary:**

Total Sales: Gross \$ Net \$15472 (NB: Similar statistics to last year)

Total Transactions: 264

Customers Served: 209 (93 New / 116 Returning)

Best day of the Week: Mondays

Top Selling Category: Boys Formal

Top Selling Item: Trousers (600 Units sold / \$1700 in sales)

Winter Items:

Fleece jackets hit the deck end of Feb and are now available instore & online. (Sales of this item are already flying out the door).

New Pullover Fleecy jumpers are in production and due to arrive End of term 1/beginning of term 2.

Pre orders for this item have now been loaded into the online store.

FB & Newsletter comms have been distributed with links to the online store for purchasing.

Additional trousers (for girls) and track pants have been ordered and should arrive by end of term 1 in time for sales of winter items beginning Term 2.

New Signage:

Thanks to Trish Dunn for providing 'Open' sign banners to hang outside the shop. This will help identify where the uniform store is located (which is particularly useful for parents, new families and the summer sales period where we are constantly triaging phone calls as to where to find us).

NB: Photo attached

New Sports Uniform:

With the implementation of the 8 new house colours, there is the opportunity to review the sports uniform and provide something 'house colour' related. The easiest and cheapest option for both the P & C and the school community would be a reversible bucket hat. This would also provide the most efficient option for stock storage/management in the shop too. Samples and quotes are currently being obtained from 3

suppliers and an update will be provided in next months report. Consultation with the school executive team, sports department & wider school community will also be sort.

New tasks / actions for next month

Shop Maintenance & Repairs:

Richard James' has offered for Woodworking students to perform some maintenance duties. Specifically, to repair the broken fitting room wall dividers and replace the missing skirting board along the entry area of the shop. Richard has proposed if the P & C could fund the materials, then the students will gain some valuable work experience. An update & quote will be submitted next month for discussion/approval.

Opportunities/requests for P&C consideration

A variety of Purchase Orders/Indents are attached for approval:

Indent Summary:

Sport Polo \$ 5876 (Top up for 2021)

Sport Short \$ 3652 (Top up for 2021)

Junior Shirt \$19684 (Top up for 2021 + Stock for 2022)

Junior Blouse \$16021 (Top up for 2021 + Stock for 2022)

NB: Due to sales exceeding forecasts for the Dec/Jan period, a few line items are expected to run out of stock across some sizes in the next couple of months. Indents are normally forecasted in June/July with a delivery in November of stock that will sell over the Dec/Jan period and through-out the following year. However, some small top up quantities will be required to see out the current year, hence the earlier top up indents this year. The regular forecasting and indents will still occur in May/June this year for the next Dec/Jan sales period and 2022 required quantities.

(NB; This is a similar situation to last year and is due to the difficulty in forecasting an unknown variable ie. the new year 7 cohort sizes.)

Are there any issues / incidents / concerns?

None

File attachment

- [February-2021-Attachment.xlsx](#)