

Meeting Minutes

Glendale Primary P&C
15 JUNE 2020 – Glendale Primary Library

Meeting opened 7.01pm

Acknowledgement of Country

"I respectfully acknowledge the past and present traditional custodians of this land on which we are meeting, the Wadjak Noongar people. It is a privilege to be standing on Wadjak country. I also acknowledge the contributions of Aboriginal Australians and non-Aboriginal Australians to the education of all children and people in this country we all live in and share together – Australia."

Past Minutes

Motion to accept the draft minutes as a true and accurate:

Motion by: Tim Ewers

Seconded: Nerilee Russell

Attendees

Tim Ewers	Justin Grey	Adam Panizza	Barbara Dransfield
Nerilee Russell	Helen Fiebig	Kristy Davies	Aimee Jorgeson
Gemma Jones	Carol Michie	Julia Boardman	Torrow Bujnowski
Claire Pusche	Clare Pring	Sarah Cusack	Marissa Rudeforth

Apologies

Taya Connelly Carla Drake-Brockman

President's Report

From Tim Ewers:

I want to start by thanking Justin Grey for stepping into the role of President for the last couple of years, when nobody else would. He has done an amazing job and I have learnt a lot from him in that time. It is also nice to see some continuity with the team this year and thank you all for this opportunity to work with you in the role of President for the remainder of 2020, I am really looking forward to it.

Principal's Report

Report from Helen Fiebig:

I want to start by thanking Justin Grey for his leadership over the past few years as he stepped down from the role of President of the P&C at the AGM last month and for remaining as Vice President. I also want to welcome Tim Ewers and thank him for accepting the role of President going forward. It is reassuring for me to have continuity with the previous executive committee as they all remain committed to supporting the school.

With the further lifting of COVID-19 restrictions, the children are now permitted to play contact sport and are permitted to resume assemblies or excursions as long as social distancing, limits on the numbers of people and strict hygiene measures are in place. With these conditions being met the Year 5/6 teachers have now booked a leadership training day at Ern Halliday Recreational Camp for the 36, Year 6 students for later this term. The children will run through two activities to develop an awareness of their personal strengths under pressure and how to build teamwork. This is to support the student leadership programme at the school where every child is guided to develop their leadership skills. This is being run at full cost to the school.

It is nice to have parents back on site dropping off and picking up children which makes the school feel more like a community again. I would like to thank those who are respecting the limited number of people allowed on site and who continue to drop children off at gates

which is developing a level of independence for many of the younger children. Kindy and Pre-primary parents are the only ones who are required to resume the drop off and pick up of children from the classroom.

With the current restriction on a limit of 300 people at an outdoor event, assemblies will not recommence for parents to attend until next term. For Term 3 and 4 we will arrange for two classes to collaborate on an assembly to allow every class to do a performance over the year. In line with Department of Educational recommendation, reports this semester will not have a subject grade of A,B,C,D,F but will have an effort grade of Consistently, Sometimes or Seldom and will continue to have comments in Literacy, Numeracy and the general sections. Reports will be sent home to families on Tuesday 30 July.

The Year 6 tiles are being completed in Art lessons with Mrs Reeve. She is asking a parent to show her how to use the kiln. Once that has been mastered, the tiles are well on track to be completed by graduation and add to the current display of tiles from previous graduating classes in the assembly area.

The past few months has enabled the school to audit the existing computer equipment available for children to use and reorganise it. Computer equipment has now been numbered and allocated to classes to manage that enables a whole class set of devices to be shared between a block of three to four classes and individual devices to be allocated to specialist teachers. The goal is for the iPads to be allocated from Kindy to Year 4 and Chromebooks to be used for Year 4 to 6 as a learning tool, across subject areas, every day.

Motion to accept the report:

Motion: Sarah Cusack

Seconded: Justin Grey

Treasurer's Report

Report from Adam Panizza:

June balance report below:

Glendale P&C Available Balance Report		
Date: 12th June 2020		
Bank Balances		
Bankwest Zero Account		\$15,387.41
Bankwest Telenet Saver account		\$18,024.23
CBA Cheque Account		\$0.00
CBA Debit Card		\$360.94
Total		\$33,772.58
Less liabilities		
Superannuation		\$244.14
ATO PAYG		\$626.00
Accounts payable		\$1,141.55
		\$2,011.69
Add assets		
Unallocated Deposits		\$961.50
		\$961.50
Less Specific Purpose Funds		
Graduation Fees		\$634.95
		\$634.95
Net available bank balance		\$32,087.44

Profit and Loss Statement June 2020 below:

Profit and loss		
Glendale Primary School Parents & Citizens Assn Inc		
Accrual made		
01 Jan 2020 - 12 Jun 2020		
ABN: 18042636739		
Generated 14 Jun 2020		
		Total
Income		
4-2400	Sales - Uniform	9,077.43
4-2600	Sales - Canteen	14,724.36
4-2700	Fundraising Income	0.00
4-2800	Graduation Income	2,820.00
Total Income		26,621.79
Less Cost of Sales		
5-2790	Opening Stock - Uniform	10,106.27
5-2800	Purchase - Uniform	13,778.52
5-2810	Closing Stock - Uniform	-11,981.47
5-2900	Purchase - Fundraising	976.00
5-3000	Purchase - Canteen	6,242.52
5-3100	Purchase - Graduation	2,185.05
Total Cost of Sales		21,306.89
Gross Profit		5,314.90
Less Expense		
6-1400	Bank charges	253.51
6-1600	Computer Expenses	151.29
6-1900	Donations	288.00
6-2100	Equipment - Canteen	99.40
6-4200	Printing & Stationery	154.10
6-4500	Registration Fees	537.36
6-5400	Superannuation expense	433.04
6-6200	Canteen Expenses	4,558.26
Total Expense		6,474.96
Operating Profit		-1,160.06
Plus Other Income		
4-2900	Carb Boost Stimulus	10,000.00
8-1000	Discount received	11.00
8-1201	Interest Income - Telenet Saver	19.46
8-1300	Miscellaneous Income	246.45
8-1400	School Banking Contribution	295.00
Total Other Income		10,571.91
Less Other Expense		
Total Other Expense		0.00
Net Profit		9,411.85

Current balance sitting at \$33 772.58 with only a couple of thousand of outstanding liabilities and expenses to come out, with super, taxes and other accounts payable.

\$961.50 of sales deposited into the account.

Graduation fees there to be allocated also.

Uniform shop currently running at a loss (approximately -\$4500) but there is significant stock levels from Charmaine's purchase at the beginning of the year. This is likely to balance out with more uniform sales throughout term 3 and 4.

Canteen running at a substantial profit, already tracking at around \$4000 for term 1 and 2 sales.

Motion to accept the report:

Motion: Tim Ewers
Seconded: Kristy Davies

Canteen Report

Report from Nerilee Russell:

Canteen has been running smoothly. Volunteer numbers have been good. Orders are continually increasing with close to 197 orders total over two days last week, which is the most ever to record. Oven chosen for purchase can be bought for \$1637.00 including delivery, oven normally retails for \$2299.00 and is a commercial grade oven. Also needing to purchase a new microwave, Justin has offered to donate 2 functional microwaves to the canteen. Aim to have purchase and delivery arranged for new oven to be installed during next school holidays ready for the beginning of term 3. Also wanting to get approval for purpose made trays that are as large as the oven racks to enable the most efficient use of the new larger sized oven. Committee approval for Nerilee to go ahead with purchase of above items for the canteen.

Motion to accept the report: Tim Ewers
Seconded: Sarah Cusack

Uniform Shop

Report from Charmaine Virgin:

No stocktake performed Term 1 due to Covid restrictions. Term 2 stocktake provided to Adam, one outstanding item to reconcile. Result, loss of \$118.08. Current stock value \$11981.47. Currently uniform sales are slow. However, the QKR! platform for sales has been received well. Discussion of a set of uniform sizes available in front office all the time for families to access on days when uniform shop not open to facilitate further QKR! sales. Upgrade of QKR! to include more sizing detail and photos of products to give parents more confidence ordering uniforms online.

Motion to accept the report: Justin Grey
Seconded: Adam Panizza

School Board

No new business to report, School Board meets again next Monday 22 June 2020.

Fundraising

GLENDAL CUTEST PETS COMPETITION - Hoping to charge \$5 per photo entry (pending total value of prizes). Set up email to run for competition, to be deleted on completion. Teachers and Principle to be final judges.

Competition to start ASAP and to run into Term 3. Competition closes 31st July, winner announcement date to be decided inline with Principle and Teacher availability to do judging. Hoping to get donations from pet stores/bike voucher for prize pool. All entry payments via QKR! And to include disclaimer about use of photos on social media etc (refer Carla DB). Committee gives approval to go ahead with this fundraiser.

FATHER'S DAY GIFT STALL - Approval for Father's Day Stall to be run in the fashion it has been in the past. Request approval for \$1500 budget to purchase stock for Gift Stall. Confirmation of dates we could run this fundraiser.

Committee gives approval to run father's day stall on the 2nd and 4th of September 2020 as it has been run in the past, and approve a budget of absolute maximum \$2000 to spend on gifts for purchase at the stall.

BUNNINGS SAUSAGE SIZZLE - All bookings cancelled for the rest of the year. We are able to email requesting a donation to the school from Bunnings in compensation for loss of fundraising opportunity with them. We will need approval from Helen and a letter head to follow this up.

Committee gives approval to go ahead with this application.

PLATES AND PHONE COVERS

To begin after cutest pets comp finishes. This is a great idea for Christmas presents. Samples can be displayed in the front office, artwork can be completed at home with family. Profit estimated at approximately \$6 per item sold going towards P&C fundraising. No minimum order requirement, one deadline date set for all orders to be placed.

Committee gives approval to go ahead with this fundraiser.

PONYTAILS – To be discussed at a later date with Taya Connelly.

ENTERTAINMENT BOOK – From Gemma Jones: Currently waiting on payment from last years sales, which was over \$500 raised (\$14 from each book sold). With covid-19 meaning the cancellation of official launch and obviously many restaurants closed for sometime, or permanently the approach Entertainment Book is taking this year is somewhat year. This year everything will be run completely online, with things moving in this direction even prior to covid-19. Gemma to push on Facebook page fortnightly to encourage sales.

STIRLING LIONS CLUB - Offer grants for straight financial donations as well as for running sausage sizzles to raise funds for other organisations. They will purchase sausages, buns, and drinks, come set up, provide volunteers to run sizzle and pack away at end of day. 100% profit is returned to the school. No volunteers required!! (Refer Trinity B and Roe B).

Committee approval for P&C to apply for assistance from Lions for future fundraising efforts.

SUBWAY LUNCH ORDERS - Table possibility of running lunch orders on non-canteen day with Subway.

Committee do not approve on any further action. Possibility of using this option for Education if Nerilee is not wishing to do food on the night, or for one off larger events.

JOLLY SOLES – Fundraising as per the old style chocolate boxes, but boxes of socks in multiple sizes and styles. Approximate profit for school is \$14 per box. To be run by Gemma Jones.

Committee approval to go ahead with this fundraiser at this stage.

Motion to accept the report:

Tim Ewers

Seconded:

Justin Grey

Graduation Committee

Report from Barbara Dransfield:

A graduation committee has been formed, a meeting has been held where it was decided, due to Covid and also because has proven to be the most hassle free option before, to ask parents to pay a \$100 graduation fee which will cover the cost of graduation book, tiles, and end of year activity for each student. Payment plan options for this have been offered to parents. Options for Stirling Lions or the P&C to donate to help out with families in hardship if necessary.

Committee is currently looking into planning of morning tea and end of year activity but at this stage don't have anything yet to put to the P&C. Minutes for Graduation committee meeting to follow.

Motion to accept the report:

Tim Ewers

Seconded:

Sarah Cusack

NAIDOC

Some expression of upset from committee members that this role has been removed from the P&C's responsibility. Further discussions on what role the P&C can play in supporting NAIDOC to be had before the next meeting.

School banking

Report from Carla Drake-Brockman:

At this stage no news from Commbank as to when we will be able to recommence with the school banking program due to covid restrictions. Potentially up and running again for Term 3.

Scholastic BookClub

Report from Michelle deGroot:

Mrs Annandale in the library has been managing BookClub since the restrictions imposed from Covid-19. Report will be attained from Mrs Annandale tomorrow when she is next at the school .

Figures from Mrs Annandale:

Term 1	Issue 1	Total Spend \$934.00	
		Bonus to School	\$187.00
	Issue 2	Total Spend \$723.50	
		Bonus to School	\$145.00
Term 2	Issue 3	Total Spend \$444.60	
		Bonus to School	\$89.00
	Issue 4	Figures Available from Scholastic week 5 and week 9 Of each term.	

Motion to accept the report: Sarah Cusack

Seconded: Tim Ewers

Social Media

Report from Julia Boardman:

Current page membership is 261. We have had 3 new members, 3 member requests denied (due to no connection to school or area) and 1 post that needed to be removed due to advertising and complaints from other group members.

For discussion – need to look at group guidelines RE advertising on page. Current guidelines focus on it being a school based page but we do not have any guidelines regarding parents advertising businesses (has been a grey area in past). What is the general feel and do we need to amend guidelines?

Committee vote to update guidelines to include reservation of right to remove any posts deemed inappropriate or unrelated to the school and leave at discretion of admin. Questions confirming connection to the school to be made more detailed.

Motion to accept the report: Tim Ewers

Seconded: Carla Drake-Brockman

General Business

Discussion: Casting of P&C meetings live on Zoom or WebX on a regular basis?

Outcome: Committee vote not to look at this option currently.

Discussion: Purchase of devices for use with each square?

Outcome: Committee vote to go ahead and attain multiple quotes for purchase of 3 new tablets to compare prices.

Discussion: Removing square sales from Uniform shop, having QKR! Sales only

Outcome: Committee vote to go ahead with purchase of third tablet for Uniform shop even if Square is taken out of uniform shop.

Discussion: Approval for destruction of old financial records by Taya Connolly

Outcome: Committee vote for Taya to continue with this process.

Discussion: Approval for school project applications update for Helen from last meeting.

Outcome: Helen will attain more quotes and Executive will approve payment so Kindy teachers don't have to wait until next meeting, next term.

Discussion: St John WA Heart Grant will provide funding for a public accessible defibrillator to be installed at the school if the school's P&C apply and make a \$250 contribution. This is obviously not just to benefit the school but the surrounding community. The defibrillator would be registered as part of St John's WA Community First Responder Network. Servicing and maintenance run by St John WA, not sure of ongoing fees.

Meeting closed at 8:47pm