

Meeting Minutes

Glendale Primary P&C

Monday 30 November 2020 - 7.00pm Glendale Primary Room 6

Meeting opened 7.00pm

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 true and accurate;

Motion by: Tim Ewers

Seconded: Carla Drake-Brockman

Attendees

| | | | |
|----------------|----------------------|--------------|--------------------|
| Julia Boardman | Carla Drake-Brockman | Claire Pusch | Nerilee Russell |
| Gemma Jones | Aimee Jorgeson | Carol Michie | Barbara Dransfield |
| Kristy Davies | Adam Panizza | Tim Ewers | Helen Fiebig |
| Clare Pring | Sarah Cusack | | |

Apologies

| | | |
|------------------|---------------|------------------|
| Charmaine Virgin | Taya Connelly | Michelle DeGroot |
|------------------|---------------|------------------|

President's Report

Report from Tim Ewers:

A big thank you for this year, I feel it's been a good year considering the challenges we've faced and how difficult it's been for everyone! Despite that I really feel we've pulled together quite well, and the fundraising committee have done a fantastic job given the circumstances, with limited time frames and extra restrictions! I'm really proud of who we are as a group. Thank you everyone for your commitment to the Glendale P&C.

Principal's Report

Report from Helen Fiebig:

THANK YOU.

To Carol Michie for organising and running the final NAIDOC assembly, with a guest speaker for the Welcome To Country and a performance by the band Struggling Kings. Carol liaised between the families of all 20 children in the school who have Aboriginal or Torres Strait Islander heritage. She organised for each family to talk on the microphone about what Country their ancestors have come from within Australia. The pride and support amongst these children was fantastic to see.

Feedback from some of the staff about the event has been:

1. From Kindy, I thought the performance was excellent and very engaging, even for my little ones who sat for quite a long period.
2. From Pre-primary, the class really enjoyed all the activities. I feel that the assembly with the band, that the Pre-Primary children enjoyed it.
3. I'd like to say that I think our school did a good job of celebrating NAIDOC this year. The Struggling Kings performance also got the children quite hooked and involved. However, I think the best part was Carol Michie talking to the school and having our Aboriginal

students show where they are from. I think it's important that they're able to talk about their culture with pride and hopefully as the years' progress with more of these types of events they will become more comfortable with it. I also wanted to say that I love the way that you promote Aboriginal language at each assembly and I'm sure in other ways so that NAIDOC is not just a one off week that is forgotten about for the other 39 weeks of the year. I like the direction our school is heading in this regard.

4. I really enjoyed all the events and loved the way our kids embraced the week. I loved the line-up of the Aboriginal children and hearing about what 'country' they all hail from.
5. The student led NAIDOC assembly was also such a great activity.

Thank you to all the members of the P&C for a fantastic year in which you have all supported the school so generously with your talents and time. I look forward to continuing the relationship with you all next year.

A big thank you to the parents who have children graduating and who will be leaving the school.

STUDENT ELECTIONS

Today all staff and children from Year 3 to 6 voted on the children who nominated for the two prefects, three faction captains and three faction vice-captain roles for 2021. The election was well run by Mr Fairclough and every child who nominated gave a professional and well-polished speech before voting occurred. The results will be given out at the first assembly in the new year when all the Year 6 children will be presented with their leadership badges.

2021

At this stage I am expecting a student population of approximately 320 for next year and we are planning one less classroom and teacher than we had this year.

The speciality subjects will remain at Indonesian, Art, Music, Engineering and Music with another lesson being taken by the specialist teachers which will be negotiated with the classroom teacher. There will be more DOT hours for primary teachers next year, this will mean going to 45min class periods. Recess will move slightly as a result of this and there is discussion of bringing crunch and sip back for some classes.

STAFF MEMBER RETIRING

Mrs Rebecca Howman will be finishing her long teaching career at the end of this year. Rebecca is much loved by the staff, parents and children for going above and beyond in her work to create memorable moments for her students, an example of this is the annual second hand book sale for economics and a lamplighters evening in which her class enjoy reading books in their pyjamas with Kindy children. She has also led the school in the teaching of HASS (Humanities and Social Sciences) for a number of years. Merry Christmas and Happy Holidays everyone.

Motion to accept the report: Tim Ewers
Seconded: Carla Drake-Brockman

Treasurer's Report

Report from Adam Panizza:

| Glendale P&C Available Balance Report | | |
|---------------------------------------|--|--------------------|
| Date: 30th November 2020 | | |
| Bank Balances | | |
| Bankwest Zero Account | | \$4,391.19 |
| Bankwest Telenet Saver account | | \$31,029.80 |
| CBA Cheque Account | | \$0.00 |
| CBA Debit Card | | \$2,068.24 |
| Total | | \$37,489.23 |
| Less liabilities | | |
| Superannuation | | \$308.24 |
| ATO PAYG | | \$748.00 |
| Accounts payable | | \$963.45 |
| | | \$2,019.69 |

| | | |
|------------------------------------|--|--------------------|
| Add assets | | |
| Unallocated Deposits | | \$0.00 |
| | | \$0.00 |
| Less Specific Purpose Funds | | |
| Graduation Fees | | \$2,689.95 |
| | | \$2,689.95 |
| | | |
| Net available bank balance | | \$32,779.59 |

Profit and loss

Glendale Primary School Parents & Citizens Assn Inc

Accrual mode

01 Jan 2020 - 29 Nov 2020

ABN: 18042636739

Generated 29 Nov 2020

| | | |
|----------------------------|--------------------------------------|------------------|
| | | Total |
| Income | | |
| 4-1100 | Bookclub Income | 759.50 |
| 4-1200 | Fee income | 31.00 |
| 4-2400 | Sales - Uniform | 13,017.41 |
| 4-2600 | Sales - Canteen | 46,976.73 |
| Less Cost of Sales | | |
| 5-2790 | Opening Stock - Uniforms | 10,106.27 |
| 5-2800 | Purchases - Uniforms | 15,234.92 |
| 5-2810 | Closing Stock - Uniforms | -12,602.70 |
| 5-2900 | Purchases - Fundraising | 7,505.13 |
| 5-3000 | Purchases - Canteen | 18,778.72 |
| 5-3100 | Purchases - Graduation | 2,795.05 |
| Gross Profit | | 34,885.58 |
| Less Expense | | |
| 6-1400 | Bank charges | 790.68 |
| 6-1600 | Computer Expenses | 455.84 |
| 6-1900 | Donations | 576.00 |
| 6-2100 | Equipment - Canteen | 3,713.00 |
| 6-2101 | Equipment | 1,019.93 |
| 6-2400 | Glendale Primary School Contribution | 18,068.32 |
| 6-2600 | Insurance | 1,006.45 |
| 6-4200 | Printing & stationery | 334.09 |
| 6-4500 | Registration Fees | 537.36 |
| 6-5200 | Sundry expenses | 148.85 |
| 6-5400 | Superannuation expense | 1,151.52 |
| 6-6200 | Wages & salaries | 12,355.98 |
| Total Expense | | 40,158.02 |
| Operating Profit | | -5,272.44 |
| Plus Other Income | | |
| 4-2900 | Cash Boost Stimulus | 20,000.00 |
| 8-1000 | Discount received | 11.00 |
| 8-1201 | Interest Income - Telenet Saver | 25.03 |
| 8-1300 | Miscellaneous Income | 246.45 |
| 8-1400 | School Banking Contribution | 370.00 |
| Total Other Income | | 20,652.48 |
| Less Other Expense | | |
| Total Other Expense | | 0.00 |
| Net Profit | | 15,380.04 |

Claire Pusch to forward stocktake figures to Adam to be included in cost of sales data, ie opening and closing stock figures for year.

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

Canteen Report

Report from Nerilee Russell:

Disco was a success, we sold 280 tickets, and was the biggest disco we've done so far! Thanks to everyone involved, with special thanks to Jason and Tash for all the music and games and entertaining all the littlies!

2 new pie warmers are wonderful and are both full on Fridays, thank you!!

I had a call from P&C at East Hamersley looking at doing lunches for them as they don't have the numbers to open theirs canteen. They were also looking at other schools. I gave them some suggestions on what we could offer and haven't heard back from them so far.

We had an issue with a freezer and lost about \$300 of stock, not sure if we can claim it but have let Adam know.

The Masters Drink fridge also went so we had a day of warm drinks. Have contacted Masters but haven't had a reply yet as to whether they will fix as I am suppose to supply only Masters products, and don't.

School's electrician came on Friday to check power situation and said we are basically overloading it. He suggested we put in a new circuit as each circuit we are currently using only takes 20 Amps. I have asked them to send a detailed quote to the school.

Hoping to bring the PP kids down to canteen to show them where it is, how it works and give them a small treat. Nerilee to follow up with PP teachers and Helen as to when this can be arranged.

Now that the canteen is running at a profit, next year I would like to focus on using more environmentally friendly packaging as well as purchasing Australian made and as much as possible.

Suggestions for new menu items at the meeting included, nacho stacks and burrito wraps.

Bonnie is now working on Wednesday's as well to accommodate the increase of business in the canteen. We will review this in the new year as to whether this will still be required.

It's been a good year although different! Thank you to the P&C for their help and support... new oven, pie warmers, Tim popping in on Fridays... we've had lots of laughs, cuppas, made countless cheesies and frantically put lunches together. Friday 4 Dec we will be having lunch at the Carine from 1pm for all canteen volunteers, everyone is welcome.

Suggestion from Adam to purchase a coffee machine for the canteen for the purpose of sales in morning for parents ordering and for volunteers when they come into help. Helen says 2 Pod machines in staff room and one was due to be removed as not used so Canteen could have one of those.

Carla suggests making an email list from interested parents who comment on FB post at start of year, then send calendar out at start of each term to everyone on email list asking what dates can be filled.

Motion to accept the report: Tim Ewers
Seconded: Carla Drake-Brockman

Uniform Shop

Report from Charmaine Virgin:

Please find attached Stock Take result for Term 3. Result + \$18.14.

Please find attached weekly sales spreadsheet as requested by Tim.

Uniform sales are steady.

Current stock value \$9210.93

Uniform order forms will go home with students this week for next years requirements.

Payment systems - Suggest all payments be made electronically by Square or Qkr only. Eliminate cash and direct deposit to P&C bank account. All orders can be placed by Qkr only (with exception of end of year in prep for new school year) and card only payments within uniform shop.

For Approval, for purchasing:

Uniform orders need to be placed now to ensure availability for New Year.

Blue Polos: 25 x S4, 50 x S6, 50 x S8, 10 x S14, 10 x S16,

Approx value \$2552.00

Faction Polos: Green- 5 x S6, 5 x S8, 5 x S10, 5 x S12

Gold- 5 x S4, 5 x S6, 7 x S8, 5 x S10, 5 x S12, 5 x S14,

Approx value 1029.60

Approx Total for Supplier \$3581.60

Hats: 75 x S Small, 50 x S Medium,

Approx value \$587.50

Approx Total for Supplier \$587.50

Dresses: 10 x S6 Dress, 10 x S8 Dress,

Approx value \$815.60

Approx Total for Supplier \$815.60

Small orders will be required for shorts, skirts & skorts. Would like to place these orders as backorders are received.

Please confirm if these orders can be placed by tomorrow evening.

Committee vote to approve purchases for Uniform Shop, Tim to email Charmaine and confirm she can place orders.

Tim will also discuss with Charmaine about pricing being assessed in the new year and margins to be standardised across the product range, for example 15% on all items. Also to discuss potential for jobshare in 2021 for transfer of knowledge before she finishes up, and the suggestion of putting all sales through QKR only where we will be able to manage stock levels better.

Motion to accept the report: Carla Drake-Brockman

Seconded: Sarah Cusack

Fundraising

Report from Claire Pusch:

We decided not to go ahead with the Christmas Stall as we were unable to source suitable products with limited time.

Christmas family night is all ready to go with rides and food trucks all booked. Rides are the same as last year including; penguin obstacle course, flight simulator, the tea cup and saucer ride, the cuddly animal farm and the dunk tank from Hamersley Scouts. Total costs for rides is around \$1,800, coming in around \$400 less than last year. The new fence line has meant we will not be able to position things as they have been in past. Rides will have to be all on the top oval and food trucks will all be together closer to Nerilee's stall in the hall.

Tickets for rides will be \$10 each. We have also organised 2 large gift baskets and the \$300 Bike voucher as prizes for the raffle. Raffle tickets will be sold QKR and Wednesday and Friday week 9. Raffle to be drawn at 6pm on night, Tim to organise MP David Michael who donated voucher to draw on the night. \$2,471 total cost for Event so far, not including lollies for Santa.

Welcome Picnic set for Friday of week 3 so fundraising committee can organise prior to first P&C meeting. Nerilee to update committee on whether she will be selling icecreams and drinks again at Welcome Picnic.

Nerilee's Canteen first aid kit has nothing in it and needs to be re-supplied for Christmas Family Night and for events next year. Carla, Barb and Claire to provide products to re-supply. Nerilee to make sponge ice packs.

Jolly Soles update from Gemma Jones:

We sold every single pair! Total profit made was \$888. On average each pair sold for around \$5.15 with 90% of sales coming through as 3 pairs for \$15 rather than \$6 per pair. But this meant they all sold quite quickly. Been fabulous seeing all the kids wearing their jolly socks at school. Potential for sales to run next year in line with a 'crazy sock day'.

Motion to accept the report: Tim Ewers

Seconded: Carla Drake-Brockman

Graduation Committee

Report from Barbara Dransfield:

Books are at the printers, to be ready for the 2nd last week of school.

Gift for school has been purchased, a high back yellow chair from Ikea for the Library.

Looking at putting a label on the chair to say donated by yr 6s of 2020.

There has been a change of location for the graduation meal, this will now be held at the Carine. Payments to be confirmed with Adam. Certificates of appreciation to be supplied to Coles and Woolworths for donations to Graduation committee. Thank you to Baker's Delight to be posted in next newsletter.

Kristy Davies has organised a yr 6 Facebook group for 2021 to get ahead of graduation arrangements for next year.

Kristy to send out notice to year 5 parents for donations to graduation morning tea.

Out of the 36 families only 2 have not contributed any graduation fees for the year. Helen to follow up with Barbara about liaising with these families about confirming attendance and permission slips. \$200 fees covered by the donation from Karlov.

Thank you for all your support over the years of being on the P&C, wishing you all the best for the future.

From Nerilee Russell: Thank you from the P&C for the countless years you have contributed.

After running the Uniform Shop for many years, being on two graduation committees, volunteered at every sports day, baked for every bake sale, and generally helping out and putting your hand up for everything, always! As well as the countless hours your husband Saul has volunteered, including showing up in a fire truck to fill the dunk tank in an emergency!! Thank you so much Barbara.

Motion to accept the report: Tim Ewers

Seconded: Claire Pusch

School Board

Report from Clare Pring:

Although not a mandatory position, we are still seeking a community member for the School Board.

Helen has met with Jessica Stajkovski the Minister for Kingsley, who currently sits on a number of school boards and is keen to come on board next year. She has primary school aged children.

Finalised the no dogs on school grounds policy, signs have now gone up on the fences around the school.

Final amendments were made to the school's Behaviour Management policy. Ruth Langmead (Chair) who is an OT and Melissa Grey who is a student services manager at Ocean Reef both had some really good contributions to make in terms of reflecting on a positive level the

language of that behaviour policy. This will hopefully be finalised at the next meeting, next week.

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

Aboriginal Culture Advisory

Report from Carol Michie:

Thank you to Helen and the school for their support of reconciliation and moving on. As I showed the kids for NAIDOC week, it's only a very small part of a very big picture. The kids loved standing up and talking about where they were from, and it was good to see some of the parents as well. It would have been nice if all parents were invited to the assembly.

The guests all loved coming and participating with the school. Also received a lovely email from Ruth Langmead the School Board Chair.

We would love it to be not just NAIDOC week but apart of school life.

Motion to accept the report: Sarah Cusack
Seconded: Carla Drake-Brockman

School banking

Report from Carla Drake-Brockman:

CommBank do offer educational services to schools, these are done in a non commercial non-branded way and offer age specific education around finance. If we are interested in looking at this for the school in the future. To discuss further with Helen.

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

Book Club

Report from Michelle Degroot:

the total figures for 2020 for the P&C for bookclub with bookfair included.

| | |
|----------------|---|
| Term 1 Issue 1 | -total spend \$93 -bonus to school \$187 |
| Term 1 Issue 2 | -total spend \$723.50 -bonus to school \$145 |
| Term 2 Issue 3 | -total spend \$444. -bonus to school \$89 |
| Term 2 Issue 4 | -total spend \$1535 -bonus to school \$307 |
| Term 3 Issue 5 | -total spend \$157 (no catalogues received) -bonus to school \$31.50 |
| Term 3 Issue 6 | -total spend \$1106 -bonus to school \$221.50 |
| Term 4 Issue 7 | Not done because of book fair -bookfair total spend \$4609.00 -bonus to school \$1420 |
| Term 4 Issue 8 | -total spend \$795 -bonus to school \$158 |
| Year to date: | <u>-total spend \$10304.10</u> <u>-bonus to school \$2559</u> |

Social Media

No major updates. Few new members with new Kindy parents. The busiest day for the page seems to be Tuesdays currently, with the most engagement on this day.

General Business

Helen suggested someone from P&C write a short piece for each newsletter, updating the school community of what the P&C are currently working on or towards, as well as reminding people to volunteer their time and what areas volunteers are needed in, ie; canteen, uniform shop, fundraising events.

Helen to follow up on Chess Club in 2021 and query as to whether the library could be open at lunch for more than one day a week on Tuesdays.

Tim and Adam will be updating Nerilee's Pay inline with the award as her job has changed. This will be sent to Executive for approval in the next couple of weeks. See relevant award information below.

Kitchen employees

Kitchen Attendant Grade 1 (Level 1) means an employee engaged in any of the following:

- general cleaning duties within a kitchen or food preparation area, including the cleaning of cooking and general utensils used in a kitchen and restaurant
- assembly and preparation of ingredients for cooking
- general pantry duties
- assisting employees who are cooking.

Kitchen Attendant Grade 2 (Level 2) means an employee who has the appropriate level of training and who is engaged in specialised non-cooking duties in a kitchen or food preparation area or supervision of kitchen attendants.

Kitchen Attendant Grade 3 (Level 3) means an employee who has the appropriate level of training including a supervisory course, and has the responsibility for the supervision, training and co-ordination of kitchen attendants of a lower grade.

Cook Grade 1 (Level 2) means an employee who carries out cooking of breakfasts and snacks, baking, pastry cooking or butchering.

Cook Grade 2 (Level 3) means an employee who has the appropriate level of training and who performs cooking duties including baking, pastry cooking or butchering.

Cook (Tradesperson) Grade 3 (Level 4) means a "commi chef" or equivalent who has completed an apprenticeship or has passed the appropriate trade test, and who is engaged in cooking, baking, pastry cooking or butchering duties.

Cook (Tradesperson) Grade 4 (Level 5) means a "demi chef" or equivalent who has completed an apprenticeship or has passed the appropriate trade test and who is engaged to perform general or specialised cooking, butchering, baking or pastry cooking duties and/or supervises and trains other cooks and kitchen employees.

Cook (Tradesperson) Grade 5 (Level 6) means a "chef de partie" or equivalent who has completed an apprenticeship or has passed the appropriate trade test in cooking, butchering, baking or pastry cooking and has completed additional appropriate training and who performs any of the following:

- general and specialised duties including supervision or training of other kitchen staff
- ordering and stock control or
- who has sole responsibility for other cooks and other kitchen employees in a single kitchen establishment.



Adults – 20 years and older

| Classifications (See page 13 for definitions) | Full time/part time employee | | | | Casual employee (Rate includes casual loadings) | | |
|--|------------------------------|----------------------|-------------------|---------------------------------|--|-------------------|-------------------|
| | Fortnightly | Hourly Mon - Fri* | Hourly Sat/Sun | Public holiday (min 4 hours) | Hourly Mon - Fri | Hourly Sat/Sun | Public holiday |
| Introductory (max 3 months) | \$1,493.90 | \$19.66 | \$29.48 | \$49.14 | \$24.57 | \$29.48 | \$44.23 |
| Level 1 | \$1,530.10 | \$20.13 | \$30.20 | \$50.33 | \$25.17 | \$30.20 | \$45.30 |
| Level 2 | \$1,584.50 | \$20.85 | \$31.27 | \$52.12 | \$26.06 | \$31.27 | \$46.91 |
| Level 3 | \$1,624.30 | \$21.37 | \$32.06 | \$53.43 | \$26.72 | \$32.06 | \$48.09 |
| Level 4 | \$1,701.80 | \$22.39 | \$33.59 | \$55.98 | \$27.99 | \$33.59 | \$50.38 |
| Level 5 | \$1,794.50 | \$23.61 | \$35.42 | \$59.03 | \$29.51 | \$35.42 | \$53.13 |
| Level 6 | \$1,836.50 | \$24.16 | \$36.25 | \$60.41 | \$30.21 | \$36.25 | \$54.37 |

Meeting closed at 8:26pm

Next Meeting called for Monday 15 February 2021