

Meeting Minutes

Glendale Primary School P&C Association
Monday 15 February 2021 - Glendale Primary, Room 6



Meeting opened 7.00pm

Acknowledgement of Country - Carol Michie

"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

Unavailable, apologies from Sarah Cusack.

Attendees

Sarah Cusack	Helen Fiebig	Taya Connelly	Aimee Jorgeson
Claire Pusch	Justin Grey	Nerilee Russell	Carol Michie
Nikita Huynh			

Apologies

Michelle De Groot	Clare Pring	Barbara Dransfield	Gemma Jones
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ITEMS

ACTION

1. President's Report – Tim Ewers

U/A

2. Principal's Report – Helen Fiebig

Report attached.

- Helen Fiebig to follow up with Michelle Rhouhliadeff and Kerry Clarke on pull up banners.
- Changes in school timetable have been necessary to accommodate changes to Primary Teacher Award allocated DOTT time.
- Taya Connelly to keep a P&C Volunteers List to be forwarded to administration for Volunteer Morning Tea invites at end of year.

Helen Fiebig

Taya Connelly

Motion to accept the report: Not recorded

3. Treasurer's Report – Adam Panizza

Report attached.

- December 2020 Bas and Super payable not due till March.
- Accounts Payable approved by Tim Ewers 14/2/2021, for banking to be done by Adam Panizza.
- Unallocated deposit of \$220 possibly for uniform shop Sarah Cusack to review.

Adam Panizza

Sarah Cusack

Motion to accept the report: Not recorded

4. NAIDOC – Carol Michie

- Anniversary of National Apology was 13/2/2021.
- *Closing The Gap* Report pushed back till July due to Covid 19.
- Encourage everyone to be mindful of racism still occurring.
- NAIDOC 2021 falls in school holidays so Helen Fiebig to arrange school NAIDOC activities to be conducted in the end of Term 2 (Wk. 11, 28/6/2021) and liaise with Carol Michie and Mel Ewers about this. Be great to include the parents.

Helen Fiebig
Carol Michie

Motion to accept the report: Not recorded

5. Canteen Report – Nerilee Russell

- Family Xmas Night was great success.
 - Sold 200 sausages and much canteen stock on the night.
- New menu 2021 published; only a few items with minimal price increases.
- Changing to bio packaging and Australian made products where possible.
- Nerilee Russell is unavailable to open on a Wed afternoon recess
 - Snack boxes are available for order and are delivered to class.
- No snack box orders yet. Nerilee Russell to photograph for publication and promotion on Qkr by Carla Drake-Brockman, and Facebook by Taya Connelly.
- Nerilee Russell to drop a sample snack box to Helen Fiebig for showcase in mini assembly (VOICE awards).
- Times and wages changed due to new timetable.
 - Accepted by Bonnie Smith.
- First week of school 2021
 - Wednesday 46 orders, Friday 114 orders. Great start.
- First Friday afternoon recess very busy!
 - Pre-primary incursion run 2020 resulted in more 2021 Year 1 students.
- Volunteer roster full for Term 1.
- Few orders got mixed up, in first week, as parents likely haven't updated their Qkr profile and still has child's room for last year. Parents need a reminder.
- Nerilee Russell to take 1 of 2 coffee machines, offered by Helen Fiebig, from staff room.
- Nerilee Russell to seek update on Electrical Upgrade discussed last year.
- Hosting Interschool Athletics in September. Nerilee Russell happy to provide sausage rolls and pies for pre order/ sale on the day.
 - Carla Drake-Brockman to look into pre ordering arrangements.
- Nerilee Russell recently completed WA School Canteen Traffic Light Training.
- Canteen staff paid under Hospitality award, which was recently updated by FairWork Australia. Adam Panizza to look into and ensure Canteen staff are paid correct level of pay.

Nerilee Russell
Carla D' Brockman
Taya Connelly
Helen Fiebig

Nerilee Russell

Nerilee Russell

Carla D'Brockman

Adam Panizza

Motion to accept the report: Not recorded

6. Fundraising – Claire Pusch

- 2020 Xmas tarts (Baker's Delight), run only through Qkr, profit \$148.
- 2020 Xmas Night:
 - Expenses ~ \$2,600, Revenue ~ \$3,500, Profit ~ \$900.
- 2020 Xmas Night raffle was 2020 Xmas Night
 - Total prize pool value >\$200. Restricted to 8 day days to comply with Dept. Racing, Gamin, and Liquor lotteries policy.
- Thank you to all that helped in Claire Pusch's first year as Fundraising coordinator. And to Claire Pusch for a great effort.

- Bunnings Sausage Sizzles 2021.
 - Need to tee up opportunity for this year ASAP. Claire Pusch to liaise.
- 2021 Welcome Picnic
- Now planned for 5th March.
- Kristy Davies to organise food trucks.
- Carla Drake-Brockman get quotes for large outdoor games equipment hire for Exec' Approval.
- Event Plan required for afterhours event.
- Helen Fiebig to promote on Connect.
- Kelly Leonard publishing flyer for distribution.

Claire Pusch

Kristy Davies
Carla D' Brockman
Helen Fiebig

Motion to accept the report: Not recorded

7. School Board – Clare Pring

Report U/A.

- Anecdotal parent feedback from members of school board that polo shirts, dresses, and rugby jumpers fade quickly.

8. Uniform Shop – Sarah Cusack

Report attached.

- Proposal to move all uniform shop sales to Qkr, except hat sales which shall remain available to purchase for cash, at admin, in addition to Qkr.
 - Direct Deposits from Trusts/ Specialised Funding will remain processed by Michelle Rhoulhiadeff in admin.
 - Current inventory to be loaded on Qkr by Carla Drake-Brockman.
 - Try on set, 2nd hand, placed in office
 - To be reviewed next meeting.

Carla D'Brockman

Sarah Cusack

Motion to accept proposal: Carla Drake-Brockman

Seconded: Nerilee Russell

- Change made to proposed opening times, in report, to be on Week 1 and Week 8 to ensure capture both Kindy 1 and Kindy 2.
- Price increase on polo's inevitable
- Quotes on Polo supply will be presented to Executive Committee for approval ASAP
- Uniform adherence reinforced by incentives and staff in playground

Sarah Cusack
Taya Connolly

Motion to accept the report: Not recorded

9. Graduation Committee

Report attached (Note unavailable at time of meeting).

- Barbara Dransfield has file of information to handover to Yr 6 Graduation Committee.
- Tim Ewers to see if Kristy Davies will take on Yr 6 Graduation Committee duties for 2021.

Tim Ewers

Motion to accept the report: Not recorded

Seconded: Not recorded

10. School banking – Carla Drake-Brockman

- Recommencing as of this week after Covid Restrictions.
- Contributions from 2020 - \$395

- Term 1 - \$195
- Term 2 - \$0
- Term 3 - \$75
- Term 4 - \$125
- Aimee Jorgeson to continue to run with Carla Drake-Brockman

Motion to accept the report: Not recorded

11. Book Club

U/A

12. Social Media – Julia Boardman

- Continuation of persons not answering the join up question are not allowed to join the page.

Motion to accept the report: Not recorded

13. General Business

- Taya Connelly taken on secretary in lieu of AGM not yet occurred as previous Secretary Sarah Cusack has taken on Uniform Shop Manager position.
- Anyone with a political career aspirations welcome to contact Tim Ewers happy to mentor, guide any such persons.
- Aim to have a future discussion around Risk Assessment and Management
 - Specifically how we assess risk in relation to events, specifically Graduation Committee, external suppliers on oval and the like.
- Covid Safe WA location QR codes only required in event where the school would be unable to contact trace those that attended the site such as external providers/ deliveries. It is thought to be compulsory for food venues such as the canteen. Taya Connelly to print QR code for canteen and other events.

Taya Connelly

Meeting closed at 8:07pm

Principal's Report – Helen Fiebig

Start of School

1. We have enjoyed a very calm start to the year. The new kindy students have been exceptional in the way in which they have arrived and entered class.
2. We have started the year off with 319 children which is one less child than last year and this is what our funding for the year will be based on.
3. This year there is only one change in the specialist teachers in that Mrs Timmers is taking Science for the Middle classes as a specialist subject.

Change of breaks

The feedback I have had from the children and staff is that the 'play, eat, learn' approach to lunch time is working out very well. There is research behind this approach from New Zealand and Canada that claims the traditional lunch break of eat first and then play, results in children using up a lot of the energy from the food they just consumed in the play time, returning to class less able to concentrate and sit still. The understanding is that by eating just before they return to class the energy in the food that they just consumed will keep them more alert and ready for learning for a longer period of time. I also spoke to the Principal of another norther suburbs primary school who said that they are in their second year of using this model and that her staff are great advocates for it for the same reasons as the research. I am aware of five other schools who are currently using this approach.

Pull-up Banners

The pull-up banners that the P&C agreed to fund last year are still in the process of being supplied. I will keep you informed.

Canteen changes in light of changes in the timetable

Thank you very much to Nerilee and Tim for working with me to ensure that the canteen services could fit in with the new timetable. The change was done at the last minute at the start of this year after the timetable was discussed with staff on staff development days and the new model evolved based on their feedback.

Volunteer's list

In term 4, the school holds a Volunteers Morning Tea. I would appreciate it if the P&C kept a list of volunteers and passed that onto the office staff so that everyone is invited.

- Taya Connelly to keep a P&C Volunteers List to be forwarded to administration for Volunteer Morning Tea invites at end of year.

Thank You Certificates

The office staff send out thank you certificates to individuals or businesses that donate goods or services to the school. Please pass on information to them as you receive donations.

Parent Feedback

I always welcome parent feedback and am happy to meet to talk, either in person, on the phone or via email on helen.fiebig@education.wa.edu.au or Glendale.PS@education.wa.edu.au. Please speak to me privately about classroom issues and these are not to be discussed in a public forum such as the P&C Meeting.

Senior Playground

The senior adventure playground is operational again for children from years 2 to 6. They are all very happy to have it open.

Helen Fiebig

Treasurer's Report – Adam Panizza

Glendale P&C Available Balance Report		
Date: 15th February 2021		
Bank Balances		
Bankwest Zero Account		\$7,402.10
Bankwest Telenet Saver account		\$31,033.66
CBA Cheque Account		\$0.00
CBA Debit Card		\$3,281.87
Total		\$41,717.63
Less liabilities		
Superannuation		\$1,081.21
ATO PAYG		\$2,098.00
Accounts payable		\$4,512.67
		\$7,691.88
Add assets		
Unallocated Deposits		\$220.00
		\$220.00
Less Specific Purpose Funds		
Graduation Fees		\$0.00
		\$0.00
Net available bank balance		\$34,245.75

Profit and loss

Glendale Primary School Parents & Citizens A

Accrual mode

01 Jan 2021 - 15 Feb 2021

ABN: 18042636739

Generated 15 Feb 2021

		Total
Income		
4-2400	Sales - Uniform	5,212.93
4-2600	Sales - Canteen	1,028.30
4-2700	Fundraising Income	1,172.40
Total Income		7,413.63
Less Cost of Sales		
5-2800	Purchases - Uniforms	808.94
5-2900	Purchases - Fundraising	510.50
5-3000	Purchases - Canteen	697.62
5-3100	Purchases - Graduation	80.80
Total Cost of Sales		2,097.86
Gross Profit		5,315.77
Less Expense		
6-1400	Bank charges	110.35
6-1600	Computer Expenses	60.00
6-1900	Donations	144.00
6-4200	Printing & stationery	320.00
Total Expense		634.35
Operating Profit		4,681.42
Plus Other Income		
8-1201	Interest Income - Telenet Saver	2.63
8-1400	School Banking Contribution	125.00
Total Other Income		127.63
Less Other Expense		
Total Other Expense		0.00
Net Profit		4,809.05

Uniform Shop

SUB-COMMITTEE:	Uniform Shop
DATE:	12/02/2021
PREPARED BY:	Taya Connelly for Sarah Cusack

SINCE PREVIOUS P&C MEETING
<ul style="list-style-type: none">• Previous Uniform Shop Manager, Charmaine Virgin, has left the school• Handover from Charmaine complete 8/2/21 to new Uniform Shop Manager – Sarah Cusack• Posts have been on Facebook and Connect with Sarah's details, opening hours and current stock issues

ITEMS FOR THIS MEETING AGENDA
FOR DISCUSSION
<p><u>1. Proposing to change all uniform shop sales to be through Qkr only.</u></p> <p>Currently have 4 sales input:</p> <ul style="list-style-type: none">• Cash• Direct deposit• Qkr• Square <p>Means requires more manual input time and difficulty in reconciling</p> <ul style="list-style-type: none">• adjust inventory (stocktake)• keep combined records of revenue and records of when stock taken/ issued, combined with back orders• to do banking• when issuing returns/ refunds <p>Charmaine said there are still the few customers who want to pay cash but Sarah spoken with Helen, Michelle & Teresa on 25/1/21 who were all in favour of the change.</p> <p>Stocktake undertaken Fri 12/2 and Mon 15/2 to get figures ready for loading Qkr by Carla (?).</p> <p><u>2. Proposed Opening Times:</u></p> <p>Current thoughts are...</p> <ul style="list-style-type: none">• Per term: <p>Week 1 - Wednesday morning (8.15am - 8.45am) and Friday afternoon (2.30pm - 3.15pm) Week 9 - Wednesday morning (8.15am - 8.45am) and Friday afternoon (2.30pm - 3.15pm)</p> <p><u>3. Proposing to have uniform set in admin for try on outside of uniform shop opening times.</u></p> <p>Charmaine said mostly people want to try the polos and dresses on. Charmaine was hesitant at idea to have set of dresses at admin given their high cost...?</p> <p>Sarah is happy for anyone wanting to try on items or view 2nd hand to call her and tee up time to meet at uniform shop.</p> <p><u>4. Supplier of Polos:</u></p> <p>The current stockist of the school polo is out of fabric. To continue with same supplier need to commit to purchase of another 600m bolt of fabric which is approx. 2 yrs worth of supply for us.</p> <p>School board and community agree current fabric of polos fades and looks worn "quicker". It is thinner than previously purchased Permapleat supplied polos which makes it cooler but obviously there's a payoff.</p>

So now is a god time to change supplier should we wish to do so.

Note ne supplier set up can take 8-10weeks as sign up, provide logo and they source the fabric.

	Gear Up	Permapleat	Tudor Uniforms (Wangara)	Tara Uniforms
Av plain polo price	\$16.00	\$20.21 (inc GST)		
Av faction polo price	\$16.00	\$30.60 (inc GST)		
Delivery fee per order		\$17.50 last order 2021		
Minimum order?		30 per style	Approx. 10 pieces across various sizes per item	
Consignment	NO	NO	YES	YES

5. Hat design consideration.

Change of school hat to be more protective with a wider brim?

School board for consideration.

Currently good adherence to school choice hat, i.e. not using a Kmart like option.

If changed to a more generic version could reduce consistency of model hat worn?

Currently no logo keeps price down. But piping and model make it distinct from cheaper options at stores...

FOR APPROVAL

- Change of supplier for polo may require exec approval if can source suitable quotes before next P&C meeting as need to get on with process ASAP.

FINANCIAL (reconciliation or figures must be reported to the P&C Treasurer prior to P&C meeting)

MONEY SPENT

- Sophia Clothing had missed our order for size 4 & 6 dresses included in last order with them. Have since re-ordered with quantity of 5 extra stock for shelf sales. First order only covered the "pre order forms" sales. Previous Sales history was reviewed for quantity of shelf stock likely required.

FUNDS REQUIRED

Graduation Committee

SUB-COMMITTEE:	Graduation Committee
DATE:	14/2/2021
PREPARED BY:	Barbara Dransfield

FOLLOW UP ON ITEMS FROM PREVIOUS P&C MEETING

- Activity Latitude great success teachers not supervising need at least 3 parents
- Dinner Carine Iavern venue great, teachers meals great, kids food average not great
- value for money
- Tiles on display thank you Tiggy and Barb
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ITEMS FOR THIS MEETING AGENDA

FOR DISCUSSION

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FOR APPROVAL

- NIL
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FINANCIAL (reconciliation or figures must be reported to the P&C Treasurer prior to P&C meeting)

MONEY SPENT

- \$5990 raised \$5881.80 spent balance \$108.20 to go to P&C
- see attached financials for detailed income expenditure
-
-

FUNDS REQUIRED

- NIL
-
-

YEAR 6 2020 GRADUATION FINANCES
INCOMING /OUTGOING

INCOME	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Graduation shirts		\$132.00	\$1,584.00	\$99.00	\$289.00								\$2,104.00
Office donation					\$66.00								\$66.00
Graduation Fee						\$2,250.00	\$400.00	\$315.00	\$300.00	\$35.00	\$100.00	\$70.00	\$3,470.00
Donations												\$350.00	\$350.00
													\$0.00
													\$0.00
Total income	\$0.00	\$132.00	\$1,584.00	\$99.00	\$355.00	\$2,250.00	\$400.00	\$315.00	\$300.00	\$35.00	\$100.00	\$420.00	\$5,990.00
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
EXPENSES													
Grad Shirts			\$2,185.05										\$2,185.05
Grad books												\$918.23	\$918.23
Grad decorations MT												\$41.00	\$41.00
Tiles												\$0.00	\$0.00
Gifts teacher s x3												\$384.90	\$384.90
Gift school												\$259.00	\$259.00
Overpayment refund											\$50.00		\$50.00
Bus									\$100.00			\$340.00	\$440.00
Meal											\$150.00	\$654.00	\$804.00
Latitude									\$360.00			\$360.00	\$720.00
Arvo tea(before Latitude)												\$39.82	\$39.82
Thank you gifts												\$39.80	\$39.80
Total expenses	\$0.00	\$0.00	\$2,185.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$460.00	\$0.00	\$200.00	\$3,036.75	\$5,881.80
Net income													\$108.20