

Meeting Minutes

Glendale Primary School P&C Association
03/05/2021 - Glendale Primary, Room 6



Meeting opened 7.00pm

Acknowledgement of Country – read by Sarah Cusack

"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 minutes of the last meeting as a true and accurate;

Not motioned.

Attendees

Sarah Cusack	Helen Fiebig	Amy Jorgeson	Carla Drake-Brockman
Taya Connelly	Adam Panizza	Julia Boardman	Claire Pusch

Apologies

Kristy Davies	Nerilee Russell
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ITEMS

ACTION

1. President's Report – Sarah Cusack

Sarah Cusack acknowledged and thanked Tim Ewers and Justin Grey for their contribution to the P&C over past three years.

- Tim has done a lot of work in consolidating the P&C resources onto a shared cloud based platform.
- Tim was instrumental in bringing on board an Aboriginal Cultural Advisor.

2. Vice President's Report – Aimee Jorgeson

Nil to report.

3. Principal's Report – Helen Fiebig

Book Fair/Book Week

This year we will be celebrating Book Week in Week 5 from the 17 to 21 May, with the dress up parade being on Wednesday 19 May at 9 am. The theme this year is 'Old Worlds, New Worlds, and Other Worlds'.

Homework

I am currently reviewing the school's Homework Policy and am asking parents and carers to please provide feedback in relation to whether they want their child/ren to complete homework or not and if so what content they feel should be prioritised, such as reading and multiplication tables etc.

Teachers have reported to me that in most classrooms regular homework is being completed by a minor number of students. I would like to make sure that any future policy reflects this community's expectations.

Please feel free to contact me via email at

helen.fiebig@education.wa.edu.au, ring to talk or come in for a chat.

Helen reported:

- Homework is generally about meeting the parent's expectations than about the kids' needs, although it is hoped the children are reading every night and some basic maths should also be essential.
- Research indicates that homework does not make a difference to outcomes but she does hold the opinion that kids who read regularly are better readers and that reading, and basic mental maths, is the crux of everything.
- Other commitments often prioritised within the family and Helen is very keen to draft a new homework policy based on a more accurate representation of what the school community wants.
- Teachers can mark homework and reward children for completion but they cannot punish those who are not completing it.
- Junior block children are rewarded with Dojo points for homework completion.
- Teachers do spend a lot of time marking homework.
- Parents of year 5 and 6 children, worry about the suddenness of homework starting in high school and if their child will be prepared.
- Marks from homework do not go towards final reports.

Ideas Discussed:

- Homework booklet for the school holiday periods when children may have more time.
- Increased frequency of teacher asking to see a child's homework as a means of motivating the child.
- Parent often has to weigh up the benefit vs. struggle.
- Children spend 6 hours at school and for some children the mental workload can be very high. The importance of the after school chill out time should not be lost.
- With childhood health issues on the rise there is an important role for parents to actively promote children to get outdoors and play after school.
- Children will learn to self-organise and to complete homework when they are required to do so. Pushing them sooner can have negative outcomes for future compliance.

Mother's Day

Thank you to Carla and members of the fundraising committee for all the work that has gone into the Mother's Day stall which will be held over two days this week. Mother's Day is also being celebrated in the Kindy and Pre-Primary classes with the mother's being invited in for a special afternoon.

500 Native plants

Over the April holidays over 500 local native plants were planted through the gardens around admin, the engineering room, and resource room and

along pathways in existing garden beds. There are many more plants to come in the coming months.

This planting has come as a part of the Communities Grant from last year, in order to provide native fauna with plenty of feed and areas for nesting.

4. Treasurer's Report – Adam Panizza

- Adam to check if invoice for graduation shirts has been paid.
- No further government grants now.
- Need to change over the name on the Combank debit cards from Tim Ewers and Justin Grey, to Sarah Cusack and Adam Panizza.
- Main account is with Bankwest but a second account was set up, last year, to be able to have debit cards with Commonwealth Bank, which could not be provided by Bankwest. Best practice to have one account. Revisit if Bankwest can meet all our needs going forward in the future.
- Qkr is linked to Combank account but the revenue goes straight into the Bankwest account.
- No bank fees on the Combank account.
- Square account can only be held if a personal credit validation can be given. I.e. a person must give over their personal details such as DOB and Driver's Licence number to open and hold a Square account. The P&C Square account is personally validated by Kristy Davies who will be leaving Glendale at the end of 2021. Current Treasurer, Adam Panizza agreed to take over this responsibility and will look into transfer of account ownership.

Adam Panizza

Adam Panizza

Adam Panizza

Glendale P&C Available Balance Report

Date: 1st May 2021

Bank Balances

Bankwest Zero Account	\$7,070.17
Bankwest Telenet Saver account	\$31,036.17
CBA Cheque Account	\$0.00
CBA Debit Card	\$3,112.74
Total	\$41,219.08

Less liabilities

Superannuation	\$269.66
ATO PAYG	\$868.00
Accounts payable	\$3,846.80
	\$4,984.46

Add assets

Unallocated Deposits	\$0.00
	\$0.00

Less Specific Purpose Funds

Graduation Fees	\$2,475.00
	\$2,475.00

Net available bank balance	\$33,759.62
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product BUSINESS ZERO TRANSACTION ACCT

account nickname BUSINESS ZERO TRANSACTION ACCT

current balance \$6,975.64

available balance \$6,975.64

[+ see more account details](#)

Transactions

date	narrative	cheque no.	debit	credit	balance
03/05/2021	MYOB Australia MYOB 1-77742451883		\$30.00		\$6,975.64
03/05/2021	CBA MERCHANT FEE 5353109691134553		\$64.53		\$7,005.64
30/04/2021	Entertainment Pu COMM. 86098			\$14.00	\$7,070.17
30/04/2021	CBA CREDIT CARDE 5353109691134553 30APR			\$573.00	\$7,056.17
30/04/2021	EXPRESS DEP 909238 CANTEEN WK 2			\$245.00	\$6,483.17
29/04/2021	CBA CREDIT CARDE 5353109691134553 29APR			\$128.50	\$6,238.17
28/04/2021	CBA CREDIT CARDE 5353109691134553 28APR			\$291.00	\$6,109.67

product BUSINESS TELENET SAVER

account nickname BUSINESS TELENET SAVER

current balance \$31,037.53

available balance \$31,037.53

[+ see more account details](#)

Transactions

date	narrative	cheque no.	debit	credit	balance
03/05/2021	CREDIT INTEREST			\$1.36	\$31,037.53
01/04/2021	CREDIT INTEREST			\$1.32	\$31,036.17
01/03/2021	CREDIT INTEREST			\$1.19	\$31,034.85
01/02/2021	CREDIT INTEREST			\$1.19	\$31,033.66
04/01/2021	CREDIT INTEREST			\$1.44	\$31,032.47

5. Secretary's Report – Taya Connelly

- WACCSO update of organisation details completed 30/04/2021.
- WACCSO affiliation fees invoice forwarded to Adam Panizza (Treasurer).

6. Canteen Report – submitted by Nerilee Russell, read by Sarah Cusack.

- Bit of a quiet end to last term with 19th March being a pupil free day and Good Friday.
- Recess sales have gone down and we are doing about 20 snack boxes on Wednesdays. They may be too healthy, I'll bring back the muffins next month!
- Requested to have wages slightly reduced to work with the new times.
- Bonnie is having the last 6 weeks of term off, as an education assistant position has come up for her. She will continue on at the canteen Term 3.
- We will hopefully get by with volunteers, or may need someone to help on Friday.
- Volunteers have been wonderful and thanks to Carla for organising.
- I will talk to fundraising and Helen when we decide on a Disco night and see if it suites everyone.
- "In the jungle" will be the theme.

7. Uniform Shop Report – Sarah Cusack

- New school zip jackets received well.

Motion to sell "dead stock" at \$10 apiece. This includes boy's heavy weight cotton drill cargo pants, girls dance pants, heavy weight skort and pleated tennis skirt which are not competitive with local market or no longer trend.

Motion by: Sarah Cusack

Seconded: Taya Connelly

Sarah Cusack

Sarah Cusack presented samples sourced which are competitive in price and on trend. Quotes and minimum order quantities will be attained for motioning any future stock purchase. In addition tonight's samples will be presented to school board for feedback. Consensus vote on items liked:

- Navy hat; Flexible wide brim quick dry hat with draw cord and embroidered logo from One Word Uniforms
- Navy Skort; quick dry fabric, box pleated – LWR
- Navy Gabardine Skort in microfiber – LWR
- Navy sports short boys; quick dry fabric with elasticated waist - LWR

8. Fundraising Committee – Carla Drake-Brockman

2021 Glendale P&C SUB-COMMITTEE REPORT FORM

SUB-COMMITTEE:	Fundraising
DATE:	03/05/2021
PREPARED BY:	Carla DB

FOLLOW UP ON ITEMS FROM PREVIOUS P&C MEETING

Easter Raffle

Was a great success. Large numbers of donations from families and from 4 business (Coles Warwick, IGA Carine, Best Price Variety Store Warwick, and Warwick News). A total of 528 tickets were sold. Total profit for the event was 1025.23.

ITEMS FOR THIS MEETING AGENDA

FOR DISCUSSION

Proposed Term 2 Events

Levi's Eggs

Family business run by Levi & his mother Elisha. They have a farm in Kalbarri with 1500 hens/hectare (free range in Australia is anything less than 10,000 hens/hectare). Eggs are 70gm eggs sold in cartons of 30. Trays are \$20 each with \$4 profit going to the school. The eggs are only a few days old. Levi and his Mum deliver the eggs to the school on a Wednesday and stay to assist with distribution (after school). They are happy to supply promotional material and information for families and there is no minimal order requirement. Delivery fee is waived. Cartons can be collected after if desired as they promote reuse. There is no cost to the P&C for hosting this event. Potential dates are 26th May or 2nd June.

Disco

Nerilee and I have spoken about the possibility of a disco this term. Possible dates are Friday 21st or 28th May.

SciTech

Ran an event at SciTech in 2019. Highly successful with overwhelming positive feedback. Details as follows:

\$200 deposit for booking (due within 2 weeks of making booking).

\$2000 fee for up to 300 people with 30 min set up and pack up time, dedicated event coordinator, exclusive 3 hour access, some furniture and equipment.

Additional guests charged at \$250 per 50 guests.

Additional event time, furniture, pack up and set up time etc can also be purchased.

Recommended ticket price is \$14 (normal tickets prices are 19/Adult, 12 per child (aged 4-17), Under 4 free. At \$14 per ticket, Profit is \$800 for 200 tickets sold, \$2200 for 300 tickets sold.

Additional profit can be made from Food & Alcohol sales.

Refund given if cancellation due to Covid or can move deposit to another date.

Public Liability is covered under SciTech's public liability insurance.

Domino's Pizza – no deliver fee and ? \$1 off/pizza

FOR APPROVAL

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

MONEY SPENT**Term 1 Financials**

Date	Event Title	Income	Expenses	Profit
5/3/2021	Twilight Picnic	\$0.00	\$460.00	-\$460.00
20/03/2021	Bunnings Sausage Sizzle	\$3,154.10	\$1,823.66	\$1,330.44
24/03/21	Easter Hot Cross Bun Drive	\$433.50	\$331.50	\$102.00
1/4/2021	Easter Raffle	\$1,097.00	\$71.77	\$1,025.23
	Profit to Date			\$1,997.67

Above figures do not include Mother's day purchases totalling 109.75 or Mother's Day Raffle sales to date.

FUNDS REQUIRED

- Check availability of Nerilee Russell and Jason Bishop for running the disco on the 28/5/2021
- For Sci-Tech night Carla Drake-Brockman has read all checklist and Occasional liquor licence application considerations
- For Sci-Tech night need to seek out persons with Area Manager qualifications – Claire Pusch, Justin Grey

Carla Drake-Brockman

Carla Drake-Brockman

9. School Board Liaison.

Nil to report. Sarah Cusack following up with Polly Lee Narter if she would like to take on this role.

Sarah Cusack

10. Graduation Committee – Julia Boardman

- Had one meeting so far.
- Need to raise funds and idea is to keep the Year 6 children involved by having 1-2 cake stalls/ ice cream sales days, non-canteen days.
- Have set current fee and will inform Year 6 parents ASAP.

11. Aboriginal Cultural Advisory – Carol Michie

No report submitted.

12. School Banking – Carla Drake-Brockman

- Recommencing this week in accordance with current Covid19 restrictions.

13. Social Media – Julia Boardman

- Continuing practice of ensuring applicants answer joining question
- Julia Boardman to remove non attending families with assistance of Michele Rhouhliadef.
- 6 new members, 2 declined in last month
- Busiest night in last month was a Monday night.

Julia Boardman

14. General Business**14.1 Motion to change password on all accounts –Taya Connelly**

Motion to change the passwords on P&C accounts.

Process to occur after every AGM to ensure only the current P&C office has access.
Legal obligation, as an employer, to store employee personal information, which is currently on our Google drive, with as many privacy measures as possible.

Motion by: Taya Connelly

Seconded: Carla Drake-Brockman

- Google Drive (glendaleprimary@gmail.com) logon for:
President, Secretary, Fundraising Co-ordinator, Uniform Shop Manager **Sarah Cusack**
- Square account holder:
- Treasurer and President **Adam Panizza**
- Square account logons: **Carla Drake-Brockman**
 - A.) Square Fundraising
- Fundraising Co-ordinator and Treasurer
 - B.) Square Canteen **Nerilee Russell**
- Canteen Manager and Treasurer
 - C.) Square Uniform Shop **Sarah Cusack**
- Uniform Shop Manager and Treasurer
- Qkr logon for:
Treasurer and Carla Drake-Brockman (nominated by school administration)
(Note: glendale.primary@gmail.com is linked to the Qkr account but this email is the same as glendaleprimary@gmail.com) **Carla Drake-Brockman**
- Email accounts: **Carla Drake-Brockman**
 - A.) glendaleipscanteen@gmail.com logon for: **Adam Panizza**
- Canteen Manager and Treasurer
 - B.) glendaleipsfundraising@gmail.com logon for:
- Fundraising Coordinator and Treasurer
 - C.) glendalepandc@gmail.com logon for:
- Logon details currently not known. Carla to check with Adam Panizza if he has it stored on his phone in records.
- Going forward important at AGM each position's responsibilities, like holding the Square account, or having a name on a debit card, be made clearer. Taya Connelly to make notes on the AGM Agenda template to prompt action at AGM 2022. **Taya Connelly**

14.2 Project Funding Application

GLENDALE PRIMARY SCHOOL P&C PROJECT APPLICATION FORM



School staff: Please discuss your project application with the Principal and obtain approval.

Project Name:
5 signs to promote the school vision around the school.
Project contact person:
Helen Fiebig on behalf of the Health and Wellbeing Committee
Please describe your project:
5 x single sided printed metal signs, 1m wide by 0.5m high to be fixed to the outside of each teaching block and the library or admin building to promote the school vision: Glendale Primary School, A learning community giving a VOICE to all. Each sign would feature one letter from the VOICE acronym and children's artwork to demonstrate what that letter stands for: V = Valuing , which is demonstrated by valuing each other, our individuality and our efforts in education. This is done through showing respect, encouraging independence, trying, supporting each other and celebrating success. O = Openness , which is demonstrated by being open in communication, relationships and knowledge. This is shown by listening to each other, being honest, building trust by how we act and speak, and by being accountable. I = Including , which is demonstrated by providing equality of opportunities for all. We do this by embracing diversity, adapting to suit the need, participating, ensuring there is a safe culture to speak up, and that we work to our strengths. C = Collaborating , which is demonstrated by building a culture of excellence. We do this by working together and sharing ideas, solving conflict, exploring solutions, and regular reflection and growth. E = Engaging , which is demonstrated by working together with students, families, staff, the community and the environment. We do this by encouraging curiosity, enthusiasm and providing opportunities to connect.
Please describe how your project will benefit Glendale PS students and the school:
<ul style="list-style-type: none">✓ In order for the staff, students and families to better know and understand the school vision.✓ The signs will complement the current focus on the school vision being used as a screen background for all school computers, in the annual reports and VOICE awards at the end of the year.✓ Students will be asked to design artwork for the signs with work selected, which will assist students to talk about and understand the school vision and what it stands for.
Please describe how your project encompasses our school values of VOICE – Valuing, Openness, Including, Collaborating, Engaging:
As above
Funds requested (if possible, please provide quotes, contact details etc. to ensure value for money and quality assurance):

No quotes available at this time, but it is estimated that there would be a cost of approximately \$1,000 - \$1,500.

Have you pursued other avenues for funding? (If yes, please provide details)

Not yet. I will be getting three quotes and speaking to people to see what the various quality of signs are suitable for.

To allow us to determine the urgency of your project, please choose from the following:

1. This project is not time bound ☐
2. **This project would need to be funded within 12 months** ☐
3. This project needs to be funded urgently (please provide a reason) ☐

Does your project meet any of the following? If yes please provide a description:

Project outcomes	Tick	Describe how your project meets the outcome
Literacy		
Science, Technology, Engineering & Maths		
Indigenous Culture		
Other curriculum areas		
Community partnerships	✓	The signs indicate to all visitors that the school vision is inclusive of the whole community.
Positive wellbeing	✓	<ul style="list-style-type: none"> ✓ This is to promote the positive messages of behaviours and values that the community is encouraging of each person associated with the school. ✓ By using the current children's artwork there will be a lot of pride in the signs. ✓ By involving as many classes as possible in designing possible posters to be used all children will be aware of what the VOICE values stand for.
Improved equipment, resources and supplies		
School improvements	✓	<ul style="list-style-type: none"> ✓ Having a sign on each teaching block and the admin will promote the school vision to all visitors and students on an ongoing basis. ✓ The signs help to establish the culture that we are promoting at Glendale PS.
Other		

Please submit your completed project form to the Principal or P&C President to take to the next P&C Meeting for due consideration.

Thank you for your application.

- Funding submission not motioned as quorum dissolved with members having left.

Meeting closed at 9:30 pm

Next Meeting: the next meeting falls on Monday 7th June 2021 – note this is a Public Holiday so an alternative date will be arranged as soon as possible.