

# AGM Minutes

Glendale Primary School P&C Association

30/03/2022 - Glendale Primary, Library



Meeting open 7.08pm

## Attendees

To sign in on the attendance record sheet please

All renewing and joining members to sign a 2022 membership form please with gold coin fee.

## Apologies

Michelle Green

Nerissa Lockley

Claire Pusch

Kat Hegarty

## 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 in 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."

## 1.0 Past Minutes

Motion to accept the minutes of the last meeting as a true and accurate;

**Motion by:** Carla

**Seconded:** Julia

## 2.0 Business Arising from Previous Minutes

- + **Uniform Orders:** Approval granted to purchase \$3,200 worth of uniform stock  
Unanimous approval online
- + **Mosaic Art Project:** Majority of members approved for P&C to fund the entire project  
\$5,000 (approx)
- + **Closure of large funding applications until Term 3 (anything larger than \$200):**

Unanimous approval online.

**Questions around the decision have been raised by Helen.** Sarah explains that due to the inability to fundraise, a unanimous decision was made by the exec group.

**Motioned:** Amy

**Second:** Adam

## 3.0 Reports

### 3.1 President's Report

Sarah invites someone to step in and take the President's role as she is quite busy.

**Motioned: Julia**

**Second: Carla**

### **3.2 Principal's Report**

The first seven weeks of school have been dominated by COVID and the -changing rules for me regarding managing the staff and students, as the caseloads increased. I am happy to say at this stage I feel we have been fairly lucky in the low number of children having been reported as COVID positive and being close contacts.

#### **Book Fair for May 2022**

This year the book fair is booked in to run from Thursday 12 to Friday 20 May, weeks 3 and 4 of term 2. I will keep you updated as to how parents and the P&C can be involved closer to the time, depending on COVID restrictions.

#### **Thanks to the P&C for the donations**

- On behalf of Lyn Annandale, the staff and students, I wish to thank the P&C for providing a donation of \$2,470, to the school to purchase for the library, one of the snug reading chairs and three of the bookcases pictured. It is a fine example of how the P&C support the students and improves the resources at the school. The chair provides a cosy place for the children to read and the half height bookcases are easily accessible for all ages. The new equipment certainly enhances the environment in the library for the children when enjoying the plethora of books on offer.



- Three lockable trunks have also been purchased as a part of the donation for Loose Parts Play from last year. These are being locked after recess each day, as we have children in the playground after school who are taking the loose parts play items and leaving them around the school and climbing in the trunk, which is disappointing.



- Thank you for approving the funds for the mosaic artwork for the six Noongar seasons.
- I am waiting to hear when the name bricks will be ready and delivered and for a decision on the request to cover cost up to \$1,700 for a flagpole and paving that was submitted at the last meeting. I question the need to wait until term 3 for further funding decisions based on an email 10 March, if there is approximately \$52,000 in the bank and \$15 worth of costs, which leaves a healthy balance of \$37,000.
  - ***Sarah states that this doesn't need to be held off until Term 3 as there will be a surplus of money.***
- Kelly Leonard provided a sample of the draft of the artwork for the VOICE signs to go up around the school, which I have attached for comment. There are some changes I am going to ask for, but in general the images will be sharper and the artists' names and year levels will be placed in the lower left-hand corner.

### **NAPLAN**

For this year, NAPLAN assessments for all Year 3 and 5 students nationally will take place in Term 2 over weeks 3 and 4. From next year all testing will be taking place in Term 1. I welcome this change, as it means that individual results will be available by midyear to inform the teaching and learning for that child in the same year.

### **Follow up from the last meeting**

1. In following up the discussion at the last meeting, 16 Feb, about the canteen following the GPS Healthy Food and Drink Policy, there was a question about canteens being permitted to sell red foods on certain days. I have gone back into the DOE documents to check. The excerpt below is directly from the Department's website under Healthy Food and Drink in Public Schools Policy it states:

*"Policy rules*

*Food and drinks categorised as 'red' will not be provided to students unless essential to the learning program.*

*Principals will:*

- *develop and implement a school-based policy on the provision of healthy food and drinks; and*
- *ensure that the canteen/food service menu complies with the requirements detailed in the Healthy Food and Drink in Public Schools Procedures."*

2. When checking on whether reports that are not made need to be motioned in a meeting, I found on the web under, Government of WA Effective Club Meetings – a Guide for the chairperson, see attached, which I thought would be useful.

**Name bricks:** Carla asks Helen if we need to announce to the families that the paved area that was advertised originally is now in a different area. Helen has agreed to put an announcement out as to why the location has changed and where the new location will be.

**Sports Carnival:** Sarah poses the question as to when the sports carnival will be held. Helen announces to the group that Mrs Reeves is moving into a new role at a high school so we need to fill that role first.

**Motioned:** Michelle

**Accepted:** Adam

### 3.3 Treasurer's Report

Balance:

Glendale P&C Available Balance Report		
Date: 15th February 2022		
<b>Bank Balances</b>		
Bankwest Zero Account		\$4,505.17
Bankwest Telenet Saver account		\$35,000.00
Bankwest Debit Card		\$1,920.12
<b>Total</b>		<b>\$41,425.29</b>
<b>Less liabilities</b>		
Superannuation		\$323.09
ATO PAYG		\$570.00
Accounts payable		\$1,016.28
		<b>\$1,909.37</b>
<b>Add assets</b>		
Unallocated Deposits		\$0.00
		<b>\$0.00</b>
<b>Less Specific Purpose Funds</b>		
Graduation Fees		\$999.00
		<b>\$999.00</b>
<b>Net available bank balance</b>		<b>\$38,516.92</b>

Adam highlights that with the uniform expenses due to come out, this will drop to around \$30,000

Statements:

account BUSINESS TELENET SAVER 302-162 0366517 ▼

product BUSINESS TELENET SAVER  
account nickname BUSINESS TELENET SAVER  
current balance \$35,000.00  
available balance \$35,000.00  
▼ see more account details

### Transactions

Date	Narrative	Cheque No.	Debit	Credit	Balance
17/03/2022	Transfer		\$2,000.00		\$35,000.00

account BUSINESS DEBIT CARD 302-162 1834622 ▼

product BUSINESS ZERO TRANSACTION ACCT  
account nickname BUSINESS DEBIT CARD  
current balance \$4,643.24  
available balance \$4,643.24  
▼ see more account details

### Transactions

Date	Narrative	Cheque No.	Debit	Credit	Balance
22/03/2022	ALDI STORES - WARW WARWICK AUS		\$14.91		\$4,643.24
22/03/2022	SPUD SHED WESTMINSTER AUS		\$40.82		\$4,658.15
21/03/2022	BWA ATM canteen 619234 AUS			\$105.00	\$4,698.97
21/03/2022	CASH DEPOSIT AT WARWICK BW 4:15PM			\$88.80	\$4,593.97
17/03/2022	COLES 0338 WARWICK AUS		\$11.10		\$4,505.17

account BUSINESS ZERO TRANSACTION ACCT 306-074 4165306 ▼ \*

product BUSINESS ZERO TRANSACTION ACCT  
account nickname BUSINESS ZERO TRANSACTION ACCT  
current balance \$2,778.92  
available balance \$2,778.92  
▼ see more account details

### Transactions

21/03/2022	Square Australia 11:41AM 19Mar CREDIT TO ACCOUNT	\$46.21	\$1,966.33
18/03/2022	SIMONE CLARK Grad Isla C shirts	\$74.00	\$1,920.12
18/03/2022	CBA CREDIT CARDE 5353109691134553 18MAR	\$610.40	\$1,846.12

### Profit & Loss:

Profit and loss report			
Glendale Primary School Parents & Citizens Assn Inc			
21 Glendale Avenue, Hamersley, WA, 6022			
Cash mode			
01 Jan 2021 - 31 Dec 2021			
Generated 30 Mar 2022 09:08:18			
		Total	
<b>4-0000</b>	<b>Income</b>		
4-1100	Bookclub Income	2,613.00	
4-1200	Fee income	19.00	
4-2400	Sales - Uniform	18,456.38	
4-2600	Sales - Canteen	55,055.83	
4-2700	Fundraising Income	30,691.35	
4-2800	Graduation Income	6,975.00	
	<b>Total Income</b>	<b>113,810.56</b>	
<b>5-0000</b>	<b>Cost of Sales</b>		
5-2800	Purchases - Uniforms	11,678.13	
5-2900	Purchases - Fundraising	14,701.44	
5-3000	Purchases - Canteen	26,828.77	
5-3010	Closing Stock - Canteen	807.92	
5-3100	Purchases - Graduation	5,369.94	
	<b>Total Cost of Sales</b>	<b>59,386.20</b>	
	<b>Gross Profit</b>	<b>54,424.36</b>	
<b>6-0000</b>	<b>Expense</b>		
6-1400	Bank charges	1,466.90	
6-1600	Computer Expenses	403.69	
6-1900	Donations	576.00	
6-2100	Equipment - Canteen	104.94	
6-2400	Glendale Primary School Contribution	8,611.50	

6-2600	Insurance	1,190.00	
6-4200	Printing & stationery	320.00	
6-4500	Registration Fees	1,119.24	
6-4800	Repairs & maintenance	154.50	
6-5400	Superannuation expense	1,608.88	
6-6200	Wages & salaries	18,205.84	
	<b>Total Expense</b>	<b>33,761.49</b>	
	<b>Operating Profit</b>	<b>20,662.87</b>	
<b>8-0000</b>	<b>Other Income</b>		
8-1201	Interest Income - Telenet Saver	18.01	
8-1300	Miscellaneous Income	101.01	
8-1400	School Banking Contribution	455.00	
	<b>Total Other Income</b>	<b>574.02</b>	
	<b>Net Profit</b>	<b>21,236.89</b>	

**Adam "P&L to be finalised shortly - it is due by June 30 so we have time"**

**Motioned: Amy**

**Second: Michelle**

Presentation of the signed Solvency Declaration

Presentation and adoption of Annual Financial Statements.

### **3.4 Canteen Report**

Term 1 has been busy from the start:

170 orders week 1

227 orders week 8

Started opening on Monday, first week:

27 orders week 5

40 orders week 8

Friday recess sales still very busy

Volunteers have been great

Special thanks to Sarah, her Mum and volunteers for doing Friday 18<sup>th</sup>.

Nerille will be working Mondays from now on if everyone is happy to continue next term.

The oven has been cleaned, still haven't purchased pie warmers, but will before the cooler weather starts.

**Motion to continue the canteen on Monday?**

**Unanimous agreed.**

**Motioned: Julia**

**Second: Carla**

### **3.5 Uniform Shop**

Consistent weekly Qrk purchases.

Future purchases: Adam asks how much funds will be needed for future uniform purchases.

Sarah predicts about \$2,000 and this will cover us to 2023 Term 1.

**Motioned: Amy**

**Second: Carla**

### **3.6 School Board**

One parent from the P&C is eligible to sit on the school board. Kelly Leonard has put her hand up for the position.

### **3.7 Fundraising**

Carla announces that we sold more hot cross buns than last year - about \$116.00 in profits.

The Easter Raffle is to go ahead the next week. Also, requests for fundraising support; either stepping into the role or simply putting forward ideas are welcome.

**Motioned: Michelle**

**Second: Julia**

### **3.8 Graduation Committee**

Michelle explains that parents have come together to commence work on the graduation book and the graduation shirts. The Grad committee has been formed. Michelle will pull together a letter requesting for a \$100 grad fee.

- Michelle had received quotes for the new design and shirts, and it works out to \$37 per shirt. Up by a few dollars from last year
- P&C are happy to pay the deposit and the committee will reimburse once payments are made
- Danielle (Treasurer) will follow up the payments
- The colours that are available are navy with white trim and white design
- Letters have gone out to parents and orders need to be finalised by Tuesday 15 March for Michelle to put the order in on Wednesday 16 March
- The shirts should be available in about 3 weeks

- Committee thinks it is best to ask the parents again this year to contribute \$100 for the graduation activities and gifts for the school and teachers etc
- The letter to parents to go out as soon as possible. Last year payment was due by the 1 April – not sure if we set a date for payment this year.
- As discussed, fundraising throughout the year maybe difficult with restrictions put on us by the school and COVID
- Start looking at options for the gift to the school



- Next meeting committee needs to start discussing the Graduation book, possibly get quotes for printing etc
- Rather than one person doing this, we think it is best for all of us to pitch in and help

**Motioned: Sarah**

**Second: Carla**

### **3.9 Aboriginal Cultural Advisory**

**Sarah has reached out to Kai Williams who is interested but has not got back her yet.**

### **3.10 Book Club**

Book club is open to be filled. Kat has been nominated for the position and has asked to be considered to be involved in the Scholastic Liaison.

Sarah does not have figures for this year.

### **3.11 Social Media**

Chelsea (from after school care) has requested to be allowed into the FB group so she can be aware of OSH queries.

## **4. Dissolution of 2021 Office and Election of 2022 Office and Sub Committee Positions**

Calls for nominations, voting and appointments.

Elected Office, Sub Committee and Appointed Positions for 2022 results:

President: **Sarah Cusack**

Vice President: **Amy Jorgeson**

Treasurer: **Adam P**

Secretary: **Teodora Robinson**

Aboriginal Cultural Advisory: **To be added to exec.**

Book Club Co-ordinator: **Kat Heggarty**

Canteen manager: **Nerillee Russell. To be added to exec.**

Fundraising Committee Co-ordinator: **Carla Drake-Brockman. To be added to exec.**

Graduation Committee Co-ordinator: **Michelle G**

School Board Liaison: **Kelly Leonard**

Social Media Administrators: **Sarah Cusack, Amy Jorgeson, Julia Boardman and Claire Pusch**

Uniform Shop Manager: **Sarah Cusack**

Executive Committee includes Office Bearers, Principal and:

**Follow up with Sarah on what roles have been confirmed:**

Motion to accept the appointment of all members as elected and President and Vice President to remain additional signatories on accounts;

**Motion by: Michelle**

**Seconded: Julia**

## **5. Appointments:**

### **5.1 Optional Appointment of Review/Auditor**

WACSO recommends to conduct an audit every year (our last was three years ago), Sarah announces that we will try to carry this out this year.

### **5.2 Additional Signatory**

Person (member of the Executive Committee) appointed as an additional signatory.

Julia Boardman, Carla Drake-Brockman

**Motion by:** Carla

**Seconded:** Julia

### **5.3 Appointment of volunteer/member engagement coordinator.**

### **5.4 Appointment of person/ officer bearer responsible for**

- Google account
- Other emails accounts
- Qkr P&C Management (\*\*we are privileged access on school account, liaise with Michelle Rhouhliadeff from admin please)
- Square account

Carla to remain in charge of Qkr.

Square: Carla needs to email to Adam to set this up.

**Motion to accept Carla as the Qkr manager.**

**Motioned:** Amy

**Second:** Carla

## **6.0 General Business**

**Voice Signs:** Helen has requested feedback on the Voice sign designs. Kelly has provided an update that we will attempt to clean up the designs and we will present to the committee once ready for feedback.

**Basketball Courts:** Helen has asked for funding for the basketball courts. Around \$80,000 has been tentatively approved.

**Motioned:** Carla

**Second:** Amy

## **7.0 Next Meeting**

Wednesday 11 May 2022, 7:00 PM - possibly to be held online

**8.0 Meeting closed at 8:15 pm.**