

Meeting Agenda



Glendale Primary School P&C Association

11 May 2022

Online via Webex

Meeting opened 7.04pm

Attendees: Helen Fiebig, Nerilee Russel, Aimee Jorgeson, Sarah Cusack, Carla Drake-Brockman, Julia Boardman, Kelly Leonard, Nikita

Apologies: Adam, Kat H, Kelly Smith, Michelle (grad committee), Teo, Rachel K, Clair Pusche, Nerissa Lockley, Rachel Kelly,

Acknowledgement of Country - by Sarah

"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."

Past Minutes

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

Helen had a question about the fee that was paid in the AGM finances for donation of \$576 to charity World Vision, which should no longer be paid. Follow up with Adam to ensure that this is cancelled. No paperwork has been received from World Vision.

Motion by: Julia

Seconded: Kelly Leonard

ITEMS

1. President's Report

- No report
- No leads for a new president and following up on possible interested persons.

Executive Committee approvals were given to:

In addition to the above:

Nothing to report.

2. Vice President

- No report
- Aimee will be checking with Teo that the donations have been paid and membership forms checked.
- Julia mentioned a WACSO competition to win a new fridge for submitting a copy of the school canteen menu. Nothing received by Aimee but she will look it up.

3. Principal's Report

- COVID update 64 students and 14 staff is having a big impact on classes but not affecting management yet as we have enough staff to take classes. Children are still encouraged to wear a mask if they are a close contact. RATS to families went out today with a box of 20 for every child. Donated first aid books also going out that has been donated. RATs must be collected at the office. Other families can pick them up or a staff member can drop them off. No time limit for pick up.
- NAPLAN started this week, with a lot of children out due to COVID. Internet went down for writing with some children having to stop and start up to four times.
- Helen on LSL from week 6 to 10 in term 3. Jenny will be at the next P&C meeting to be online.
- Draft information for the annual report is going online on the school website and on Schools Online.
- Electronic copy of minutes for October, February, December which were brought to the meeting but not supplied electronically for me to put on the school website.
- I have asked the office to amend information about the P&C on the school website to update it.
- Thanks to the fundraising committee.
- Brick paving notice today for the bricks to be delivered.
- Flagpole footings went in this week.
- Refined whole school rewards programme now linking to class dojo points. Linking to tickets being drawn each week. Extra rewards for 50 and 100 points.

Motion by: Sarah

Seconded: Julia

4. Treasurer's Report

- Forwarded by Adam and read by Kelly
- Balance report total \$49,597, less liabilities \$2,278, Add assets \$379, Specific purpose funds \$5,358 net available is \$42,340.
- Profit and Loss – Net profit -\$9,857. Total income is \$33,135.75. Cost of Sales Gross profit was \$1,728.82. Expenses total Expense \$12,215.30 with an operating profit of \$-10,486.48. Other income total is \$618.79 with a net profit of \$-9,867.69
- Discussion was done on whether the P&C are making a loss or profit in the canteen. Participants are unsure.
- A copy was shared on the screen for all participants and will be sent to all participants.
- Donations also shown as \$288 and questions about charity donation to be followed up.

Motion by: Aimee

Seconded: Julia

5. Secretary's Report by Sarah

- Teo is unsure as to whether she will be able to complete the role over the year and they will be on the search for a new secretary.

6. Canteen Report by Nerilee

- Health inspector in today and we need to get food grade sanitiser. Not sure if school or P&C will fund.
- Some kids who don't get lunch on non-canteen days are provided a sandwich and fruit from the office. Canteen days seem to have more children whose order does not always go through. Sometimes Nat stays back to get extra 30 minutes of wages.
- 200 to 250 lunches a week.

Motion by: Aimee

Seconded: Kelly

7. Uniform Shop by Sarah

- No report
- Emma doing the orders and has had COVID at the end of last term.
- Stocktake needs to be done in the next week to be updated due to direct bank transfers into the account.
- Helen is happy for admin to support distribution of uniforms due to restrictions on who can go to classes.
- Top up of some stock is waiting, skorts, hats, etc. A mass recall will be done on the hats when the new ones come in.
- 2nd hand sales are going well. Nerilee suggested that some be left in the canteen that she could assist with. Sales on Qkr are working well. Sarah will put items on a rack for canteen. Wednesdays can be trialled. Polo shirts and faction shirts are always in demand.
- Not much need for uniform shop to be open on a regular time.
- Feedback from Julia is that the older boys really like the new tracksuit pants.
- Steady sales for jackets and pants due to colder weather.

Motion by: Julia

Seconded: Nerilee

8. School Board

9. Fundraising by Carla

- Events Hot cross buns sales was more than last year, easter raffle made a profit but less than last year, not as much advertising as last year due to COVID. Mother's Day raffle sold more than last year and stall sold a little bit less. The profit \$2,239 for the year so far., which is on par to last year \$100 below.
- Brick are all done and invoice sent to the school. Delivery is being organised. School will invoice the P&C for a donation. Profit will go towards the cost of paving.
- Kelly Smith agreed to take on fundraising with support and organising a sausage size for the election on the 21st March. Paperwork for the school will be completed and sent on.
- Qkr open for graduations payments.
- Helen to put in newsletter a thank you for those who donated. Care for Kids, Jessica Stokovski, Gemma Jones for hairdressing and for a certificate to go out.

Motion by: Kelly

Seconded: Nerilee

10. Graduation Committee

11. Aboriginal Cultural Advisory – Nikita may be taking on this role.

- No report
- Helen reported that the Noongar six season panels are being managed by Vanessa Reeve to coordinate in term 2 to be displayed in the first week of term 3. Warwick SHS will be running activities with students, visiting author and assembly all to celebrate NAIDOC Week. Nikita coming in to read to students.

12. Book Club by Sarah

- Kat and Mrs Annadale do not have the same days at the school.
- Kat is proactive in promoting book club.
- Bookweek sales start Monday with dress up Thursday of next week. Request for Fb post about the dress up day to remind staff.

Motion by:

Seconded:

14. Social Media – by Julia

- Numbers going up
- A number of past parents have been removed
- No concerns
- Would like to go through names with those unsure of with the office to check. Helen agreed to this and asked Julia to send a list to the office to be checked as close contacts.
- 277 members at the moment.

Motion by:

Seconded:

15. General Business

- Kelly advised that Annica will be joining at the next meeting.
- Discussion about whether online and in person meetings will continue in the future.
- More members still required.

Date for next meeting – online via Webex, Jenny to host and send the invites, 15 June 2022

Meeting closed 8:05 PM