

Meeting Minutes



Glendale Primary School P&C Association
Monday 24th October 2022 - Glendale Primary,

Meeting opened: 07:09pm

Apologies: 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."

Past Minutes for 3rd August 2022 as the September minutes haven't been sent out yet.

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

Motion by: Aimee

Seconded: Pina

Attendance: Aimee Jorgeson, Michele Giardinier, Kelly Smith, Helen Fiebig, Adam Panizza, Julia Boardman, Katherine Hegarty, Sarah Cusack, Carla Drake-Brockman and Pina Wright
Absence: Nerilee Russell, Claire Pusch

ITEMS

President's Report

Haven't looked at the last minutes, they haven't been updated due to no recording. Once I do this they will be sent to Pina to send out.

There is membership forms that have been up at the office all year, Pina to add names to the email list. I will add these forms to the G drive.

I have the Grad money to deposit into the bank and 1 year and half of uniform shop money up at admin to take to the bank at some stage.

We do have a lady working up at the canteen to cover for Nerilee for a couple of weeks which we did write up a temp contract for her rather than to expect volunteers to fill in the gap while Nerilee was away. Which was supposed to be 4 weeks but because of illness it will probably take her longer to do her prac that she is doing so we may have to have her on for another week. It did get raised because we didn't bring it to any meetings but I did check with Nerissa about whether legally we had to advertise the position or anything like that being a temporary thing, so we did write up a very brief contract to cover us.

Motioned: Carla

2nd: Kat

Business arriving from previous minutes to be motioned:

Square – We had to the end of the year to get all of Kristie's stuff off the square. Carla to send Adam the forms to sign. Carla to ring Square tomorrow to start this process.

World Vision – Adam last contacted them and said that we where not allowed to as its not fundraising or p and c related. We don't receive anything, we used to get a letter or something from the child. The last letter we got said that they where graduating so we are waiting on confirmation that it was cancelled. Adam did send an email – need to follow this up.

Executive Committee approvals were given to:

Snow machine for the disco

Deposits for the entertainment – animal farm

2. Vice President -

Nothing to report

3. Principal's Report**Funding requests to the P&C**

For the past three years the school process for requesting funding from the P&C is done through staff completing a Project Application Form. These are sent out to staff throughout each year to consider and discussed at staff meetings. This has been appreciated by staff who have requested and been funded by the P&C for:

- Lyn has had new low shelving and reading nooks in the library
- Kirsty received funds for loose parts play
- Vanessa got the visiting artists and materials for the Six Season Noongar panels funded.
- Vanessa gets an annual donation to fund art materials for the graduation ceramic tiles.
- Jenny and Mat have had the WAGSM concert equipment with a synthesiser and dance costumes.
- Jenny and Mat received funding for additional choir uniforms.
- ECE team through Kirsty Press received for climbing equipment to add to their FMS programme.

On behalf of the school the MCS and I have requested and been granted funds from the P&C for:

- The upgrades to iPads and Google Chrome book laptops
- Banners to promote the school
- Sun shelter for the athletics carnivals
- The 50th Anniversary paving to be laid – project still ongoing

An email was sent out to all staff this term and the only staff member to submit a new request is the school librarian, Lynn Annadale, who put forward a funding request for your consideration, for 3 x lower height bookshelves to complete the refurbishment of the library to the safer furniture and a mobile reading tent to add to the cosy atmosphere in the room, where children can sit to read. Total amount requested is \$5,830.

Upgrades to the basketball courts

We are in the process of securing a tender for resurfacing of the senior basketball courts and they have come in under the expected budget and so consideration is being given to also including the ECE court, which may come in around \$10,000 extra. This is something the school will have to consider for the 2023 budget. There is no timeline on this at this stage. \$80,000 of funding is being provided from an electoral commitment made by Dr Anne Aly, Federal Member for Cowan.

Admin attendance at the Disco

At this stage the Deputy Principal, Jenny Graham is prepared to stay for the junior disco on Friday night to ensure that it gets off to a good start. I will return to school for the senior disco and stay through to lock up and set the alarms.

Parent requests for student placements for 2023

As published in the last newsletter on 14 October, parents are now invited to submit a request for consideration as to which class their child/ren may be placed in. If a parent wishes to put in a request for the classes their child may be put in for 2023, they may email Glendale.PS@education.wa.edu.au , by **Wednesday 9 November**, for the following reasons only:

- Request one or two friends they would like them to remain with or not to be with.
- A straight or split year level.
- To keep twins together or to separate.

Every consideration will be given to each request, however sometimes due to class configurations and student numbers, requests cannot be guaranteed. Teacher judgement is used to consider which classes children are best placed into and every consideration is given to making sure classes are balanced in gender, in the range of abilities, and social dynamics.

Remembrance Wall

I am setting up a Remembrance Wall to be put on display each Remembrance Day and ANZAC Day along the veranda behind the new flagpole outside of the library and canteen. This is to demonstrate to the children how many families have a link to the history we are remembering. These details will be printed out on a certificate, laminated, and put on display each year for as long as that family or staff member is involved with the school. I have attached a sample of what it may look like, see 'Proud member of the family', although the artwork and size of the certificate may be redesigned.

This information will be sent out via the next newsletter and through Connect to each family so that we can get our first Remembrance Wall ready for the Remembrance Service on Friday 11 November. The school will hold a small 15-minute service and hold the minute silence, starting at 10:45 am on this day. Family members are welcome to attend if they wish.

If you would like a certificate for your family, please email the school officers at Glendale.ps@education.wa.edu.au by Monday 7 November, with the following details and mark it as being for a remembrance wall certificate:

1. Your children's names or the family surname you want to use on the certificate.
2. The name of each family member who has served in the forces either in Australia or from other countries
3. Brief details about what section of the armed forces and conflict they served in
4. What their relationship is to you.

50th Anniversary Brick Paving

The previously laid brick-paving has been pulled up and put aside to protect the engraved names. The school gardener, Neil is in the process of ordering more plain bricks to add to the future design so that it can be doubled in size to 10 sqm (5m x 2m). These will then be laid again around the flagpole in front of the library in a new pattern. Due to the inability of the brick-paving contractor to return to lay the bricks a second time, Neil has volunteered to lay the bricks and assures us he can do any design. I have asked for a herring bone design, with header bricks as a border and that the names are to be spaced out and facing the canteen area to ensure they face the same direction, making them easy to read.

Louise will send an invoice to the P&C for all costs incurred for a donation. This will not use all the funds raised through the sale of the name bricks.

Carla raised that if Neil did do the work, then he would need a compactor to do it properly, would he be comfortable in doing that?

Sarah's opinion that even having a contractor the first time that wasn't satisfactory that we should be looking to get someone to do it properly. When Sarah discussed it with Louise about the size and buying extra bricks that the understanding was that they came to a conclusion to get the information from a professional contractor who can recommend that how many extra pavers we needed.

Helen then did say it was Louise who talked to Neil about doing it, which Sarah said "I did think it would be better to get a contractor to do it and I discussed with Neil when we were pulling the bricks up about laying them out before they get paved and he said he was happy to help with that." Even just in terms with ordering the bricks, the understanding I got with the conversation with Louise was to engage either the contractor that she couldn't get a hold of because he wasn't responding because he didn't want to come and fix his work or a new contractor which he had obviously a chat that he originally had a chat with. Get a couple out to at least get a recommendation out as to how much bigger it needs to be to incorporate say a herring bone pattern. Considering the bricks that we have and what kind of spacing that we want, Sarah just figured it makes more sense. Helen is happy to go professional but I am just going by what Louise had spoken to you, she was the one who had been speaking to you Sarah and Neil so that was the direction that she was going in so that's why Helen wanted to bring it to tonight's meeting to clear it. Helen will tell Louise to contact the 2 contractors that Sarah had discussed. Sarah did mention that it doesn't even need to be a herring bone pattern even just a offset pattern but if we get the recommendation from the pavers. We can discuss with them what we have in our minds and they can say that is very difficult or doing it like this is very simple like, it should be this big. They have the equipment rather than having another go at it and then they make a real mess of it. Neil had to grind concrete off around the poles and try and rescue the graduation bricks so they didn't get damaged. We tried to line them up, we haven't stacked them like last time and the moisture was building up and it was effecting the ink so that's why we just kept them as close to the wall away from the kids. If we get guidance from a paver then they can say we really need this much and what's the easiest way to do it, we can lay it out and then have everyone go and have a look to see if we are happy before they finalise it.

Matter raised at school board

The members of the school board at the last meeting wanted me to remind the P&C that you are invited to attend school board meetings if you wish to bring information or as things come up. The P&C and other members of the community are welcome as visitors but may not contribute to discussions about other issues unless invited. The next meeting is Monday 31 October at 6 pm, via Webex.

It was mentioned that there where no pull up banners, at interschool today we where the only school that didn't have any signage at all. Helen mentioned that we have the big interschool banner that was meant to go. Carla said the kids did well, Kat said they seemed to come off the bus happy enough. There where no banners or even a name or printing on a tent like everyone else had or even a banner in front of the tent. Helen did mention that this being Jane's first one she probably wasn't aware of what was suppose to go, Helen will follow up tomorrow. There was a mention that our school had 1 gazebo where everyone else had 2, there wasn't enough shade for the kids and the gazebo that did go was broken. Jeremy was tying it with someone's school jacket. Maybe the gazebo should have something written on it, you could tell it was old the canopy itself was stretched and dark. Some schools had a named canopy has the school had at any point have Glendale Primary School, Helen mentioned it was spoken about after the interschool carnival that we used to have one but it perished a number of years ago. It was mentioned about maybe having a different sports uniform for the interschool carnival. Halliday has a fancy sports uniform and it looked more of a lighter material. Sarah did mention that she can get a set of shirt just for interschool for next year. Helen did say it would be good if they carried a range of sizes. Everyone agreed for something to look at and to think about for the future.

Motioned: Aimee

2nd: Michele

4. Treasurer's Report

Glendale P&C Available Balance Report

Date: 24th October 2022

Bank Balances

Bankwest Zero Account	\$14,320.83
Bankwest Telenet Saver account	\$35,045.27
Bankwest Debit Card	\$1,764.08
Total	\$51,130.18

Less liabilities

Wages	\$0.00
Superannuation	\$611.52
ATO PAYG	\$486.00
Accounts payable	\$903.85
	\$2,001.37

Add assets

Unallocated Deposits	\$0.00
	\$0.00

Less Specific Purpose Funds

Graduation Fees	\$2,816.46
Glendale Contributions	\$800.00
	\$3,616.46

Net available bank balance	\$45,512.35
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Account balances

as at Today  23/10/2022 14:35 WST [Filter](#)

Accounts

Account Name	Account Number	Balance	Credit Limit	Uncleared Funds	Available Balance
BUSINESS TELENET SAVER	302-162 0366517	\$35,045.27	\$0.00	\$0.00	\$35,045.27
BUSINESS DEBIT CARD	302-162 1834622	\$1,764.08	\$0.00	\$0.00	\$1,764.08
BUSINESS ZERO TRANSACTION ACCT	306-074 4165306	\$14,320.83	\$0.00	\$0.00	\$14,320.83

Total Balance: \$51,130.18

CANTEEN PROFIT AND LOSS**01 Jan 2022 - 24 Oct 2022**

		Total
Income		
4-2600	Sales - Canteen	52,838.47
Less Cost of Sales		
5-3000	Purchases – Canteen	24,696.41
Gross Profit		28,142.06
Less Expense		
6-2101	Equipment	1,419.15
6-4800	Repairs & maintenance	170.00
6-5400	Superannuation expense	1,843.47
6-6200	Wages & salaries	18,466.07
Total Expense		21,898.69
Operating Profit		6,243.37

There was mention that the understanding from the last meeting was that people where not happy to pay the contractor for the brick work, he didn't even come back to pull it up like he said he was going to. Helen said from a school point of view that it has to be paid either from p and c or the school. Helen mentioned that we could wait on doing anything about it and just see what the cost of getting them relayed is going to be. That would be preferable from Helen's point of view from the school, its not like we intentionally had that done poorly, it was laid not to the quality. That's fine but can we just hold onto that and see how that goes. Sarah did say Louise keeps emailing her and Helen did say she will talk to Louise tomorrow.

Sarah asked Adam regarding the uniform shop there is a loss that comes up on the profit and loss statement, is that a rolling loss? Adam confirmed that it was a rolling loss and it doesn't include closing stock in that. Adam did say if Sarah wants to email a closing stock evaluation, then Adam can include that in another report like he does for Nerilee in the canteen.

Motioned: Julia

2nd Motioned: Carla

5. Secretary's Report

Nothing to report

6. Canteen Report

Edu dance and Pasta night was fun and popular. It was nice to provide for the staff, and families, feedback was positive.

A huge thank you to the Bianco family and Francesco for making the pasta sauce. Thanks to Shenton College as well for cooking 10kg of pasta in big pots. Unfortunately we ran out of pasta a little too early. Thanks to Natalie who has stepped up to manage the canteen while I do my prac for the first few weeks of term and P&C for employing Deb to help out.

Disco coming up Friday 28th, help needed on the night.

Thanks to Jenny and Helen for attending and locking up.

Tash and Jason for music, games etc.

Canteen provided lunch for Year 6's and staff after arriving back from camp on Friday.

I decided to close the canteen on Monday 18th as Nat wasn't well and I needed to do prac. Thanks to Carla and Julia who helped sort the few orders that had already been made and organise credits and Holli for getting a notice out on connect.

It's the first time we have had to close the canteen, and I appreciate everyone understanding.

No kids went hungry on the day!!!

Motioned: Aimee

2nd Motioned: Carla

7. Uniform Shop

Waiting to hear back from our dress supplier as we are in desperate need of dresses, they have come back with a small increase on the fabric which we can accommodate that in the margins we already have for the dresses. Sarah would prefer to stick with them rather than going some where else.

The hat return exchange program is not going to well. We don't think people remembered to take their hat to get exchanged. From all the complaining about the toggles, people have not swapped them up at the office. The cord on the new hats is 20 times thicker, that makes the toggle function. Sarah will put more notices out regarding the exchange because we need to have the returns so that we do not have to pay for the new ones.

We seem to have new families starting, Sarah has been contacted by new families who started in the last term or 2. We also have the new kindy orientation coming up so the kids coming on the 2nd and the parents coming on the 17th November for the morning.

We will do a little p and c spiel and then send them over to do uniform sales, we will be doing Campione again. So there will be a book collection day again.

People who want to try sizing on their child can go to admin anytime and check sizing with their child – Monday to Friday 8am to 4pm. The new parents can try sizing on the 2nd and buy them on the 17th November. It was very successful last year, hopefully we have more stock this time.

Sarah has placed the orders for uniforms but can not guarantee when the stock will be coming in, we have been short of stock this year. Sales have been about \$13,000 worth of sales this year, it's been pretty steady.

A exec email will be sent out to order dresses, Sarah to check on QK to check on terms of the sales. Dresses were never big movers in the bigger sizes but we seemed to have sold more in the bigger sizes than we have before this year. Need to do stock take first, they may not be here in time for November but they will be here for next year.

Lost property is stacking up, we need to go through it again. Notices have gone up on facebook and clothing has been returned twice this year, however it's a mountain again.

Motioned: Carla

2nd: Julia

8. School Board

Nothing to report

9. Fundraising

Kelly is stuck on budget for the Family Christmas night, everything has gone up so much. The gentlemen that we used to use for rides, has retired and he gave Kelly contacts that he sold his equipment to. When Kelly rang them, they advised that the previous owner was extremely cheap (\$1,700 last year) and they quoted \$5,000 for this year for exactly the same things.

Not sure on how much we should be spending on the night, Kelly had some other different ideas for the night to bring to the meeting. Kelly didn't want people to be disappointed with no rides and them having to buy tickets, it was suggested that tickets did not have to be bought for the event. Instead of rides or inflatables Kelly was thinking of some stations.

Kelly secured a cuddly animal farm and the dunk tank for the night, Kelly found a sponsor (a mortgage broker) who is sponsoring the animal farm (that's \$600 we don't have to spend).

An idea that Kelly had was the echo fairies, they put a big marquee up and they do nature play, fairy type things, sing songs, worm farms. Kelly will ask if they do face painting, they do make maracas with gum nuts. That would be \$600 for 2 hours with the big marquee and 3 fairies, it did get mentioned would 3 fairies be enough for the size of the school. The committee said it would probably be the little ones who will go and not the older ones.

Some more suggestions where: a colour run where they have a water station, a foam station and a colour station. It may be easier to set up and because of no rides there will be more space.

Slip and slide, so having more stations would mean more volunteers.

It was suggested to reach out to the Stirling Lions and ask them if they could volunteer for the night. Kelly thought about maybe asking the men's shed to come and do a station. Helen suggested maybe to reach out to sporting clubs so Afl clubs will do a station (For Handball target), Baseball might bring a throw and catch at a target so they will run it for you. It was mentioned that if you do have all these stations just to be aware that the kids may be lining up for ages. We can adjust the ticket price for whatever gets finalised as doing for this night.

Carla managed to secure a bike from Jessica. Looking for more donations to put in the raffles. The food trucks that we used to use, don't trade anymore so Kelly is currently trying to find alternatives.

Mentioned: Sarah

2nd: Carla

10. Graduation Committee

1. Fundraising Payment	<ul style="list-style-type: none"> Currently received 24 of the \$100 payments - \$2400 The raffle at EDU dance made \$566.05 (Covered the 5 missing payments) \$500 donation made by the Karinyup Inner Wheel Club Total amount for the Graduation is \$3466 Laura to please organise a Thank you letter to send to Inner Wheel from the x2 prefects – Rachel to get the P&C Logo to use 	
2. Gifts	<ul style="list-style-type: none"> X2 gifts for the teachers that helped at camp - \$50 each vouchers X2 gifts for main year 6 teachers - \$75 each vouchers X4 Thank you cards Total \$250 for gifts and say \$10 for cards School gift is purchased and picked up – paid \$220 	
3. Graduation Books	<ul style="list-style-type: none"> Rachel has done a great job collating all the photos etc for the graduation book Cost of printing is \$675 - \$23 per book The deadline to have the artwork submitted is the 5 December, but hoping to get in by 2 December Need to get photos from camp to add to the book 	
4. Graduation after school activities	<ul style="list-style-type: none"> Look at a price for a bus to pick up (private address) and take the kids to the activity Purchase some juice and snacks for kids for after school before getting on the bus Get a new quote on activities and decide where to go and book it asap Sam looking into an ice cream van to potentially meet us at Aintree Permission slip needs to be done and sent to Helen for approval 	
5. Graduation Morning Tea	<ul style="list-style-type: none"> \$100 set aside for the decorations. Rachel getting a quote for a balloon garland Set up the decorations the afternoon beforehand Check on Warwick Senior high school if they are providing the graduation cake Get Gemma Jones to send the note out to Year 5's for the contribution for the morning tea <p>Gemma to get volunteers to help set up, stay and help and clean up. Date is the last Tuesday 13th December 2022.</p>	Helen will check with Warwick Senior High regarding the cake.

Gemma can maybe give 5 shirt designs out to the year 5's so they can vote on what shirt to wear for next years graduation shirts. If the year 5's want different colours then they need to choose now.

Motioned: Julia
2nd: Pina

11. Aboriginal Cultural Advisory

Someone was keen to do this but would like someone else to help her out as she didn't feel strong enough in her cultural heritage to do this by herself. There was another lady or even this ladies mum who may be interested in helping out with this position. Sarah believes that this lady and her mum were looking at starting some kind of language thing in the school. Sarah to follow up on this position.

12. Book Club

Issue 6

Sales: \$403

Rewards: \$80

School has purchased 14 new books for the library and 6 coloured trays for ECE book themes.

Issue 7 closes 22/10/22.

Motioned: Aimee

2nd: Carla

13. Social Media

We had to remove 1 post, first we stopped comments and then we got the post removed regarding camp enquiry where people were told to contact the school.

The numbers have gone up, we have had quite a few families joining like kindies and people starting at the school. We have turned a few people down, some local people wanting to join and we redirected them to the Hammersley page or the Glendale page.

Kat to organise a kindy group on facebook, then to mention on the kindy orientation day.

Motioned: Michele

2nd: Carla

14. General Business

A mother donated 2x basketball rings, have they gone up? The lady said she did a community donation and donated 2 but can not see them up anywhere. Helen to follow up on this.

Project application for the library, we need 7 days so this will be voted within the next couple of days by exec. Committee.

The understanding was to get some triangle nook things and more small shelving.

The old shelving in the library is a oc health and safety issue, the school has a furniture budget and the p and c don't have to fund any money. The smaller shelving is much nicer.

We will get more clarity from Lyn what she actually wants and then we can vote for this.

If the P and c pay for the library furniture, the question was raised what the school would use their furniture budget for. Helen advised it's an ongoing thing and there is plenty of shelving and things that the office manager looks into. Carla asked if any classrooms have stand up desks, Helen said no but as the classrooms get refurbished that they are getting new desks with extendable legs that would fit the height of the child rather than the age group. The side tables they have in classrooms are a size where they can stand and work at, they are more of a bench. Carla has seen designated desks where you can adjust them to multi height or standing and you can get them in single or double. If the school could fund something like that or maybe the p and c funding something like that. Helen advised the cost is

huge, Carla said she has seen an Australian company, Australian made and Australian owned in Queensland that do them and look quite good, you can get trays or no trays. Carla will be visualising maybe 2 or 3 in each class. Some kids would have the ability to work in a standing position for a period of time. Helen said that some classrooms have the benches that kids can stand and work at. Helen advised it's an ongoing project.

Motioned: Aimee

2nd: Carla

Meeting closed: 8:33pm

Next meeting will be Monday 28th November in the library 7pm