



Glendale Primary School P&C Association Minutes for General Meeting 8 May 2023 in the Glendale Primary School Library

Meeting Opened: 7:03

Attendance:

Daniela Bianco (Chair)	Nikki Madden	Amy Thomson	Samara williams
Aimee Jorgeson	Jessica Talbot	Rhonda Doyle	Emma Scannell-Brown
Helen Fiebig	Sharon Rampant	Zara Draman	Carla Drake-Brockman
Csallie Drake-Brockman	Brodie George	Patricia Xavanna	Alexis Hickey
Katherine Hegarty	Candice Arbery	Gemma Jones	Adam Panizza

Apologies:

Charlotte Kenny	Kelly Smith	Kelly Leonard	Nerilee Russell
Lauren Gordon-Wright	Sarah Cusack	Julia Boardman	

Acknowledgment 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."

Provided by by Brodie George

Invitation for other members to provide the Acknowledgement of Country for future meetings.

1.0 Past Minutes:

- 1.1 Motion to accept the minutes of the last meeting on 20/3/23 as a true and accurate record.

Action:

Carried: Rhonda Doyle
Seconded: Aimee Jorgeson

2.0 Business Arising From Previous Minutes:

- 2.1 Billing from MCS to P&C for administrative costs. Invoices have been sent and submitted for payment.

Action:

- 2.2 Running Club has commenced with 66 children attending the first session, Helen or teaching staff will supervise each week.

Parent contacts are Petra Cipriani, Kelly Leonard and Gemma Jones.

66 children came to the first session.

K-PP must be supervised, older children can see themselves to class. This info will be shared on FB.

- 2.3 Annual Financial Statement for 2022 has been provided by Adam Panizza, outgoing Treasurer, attached. Submitted to WACSSO.

- 2.4 Photos of outdoor construction station have been provided to supplement proposal.

That the P&C purchase water station and outdoor construction for the ECE outdoor learning space at a cost of \$1759.85

Vote postponed.

To be revisited at next meeting pending firm update on financial position.

- 2.5 Mens Shed - are they able to make a donation of construction station. Carla Drake-Brockman has raised with the Stirling Men's Shed but had no response.

- 2.6 Revisit hung-vote - Maths Incursion.

That the P&C funds, or partially funds, a Maths Show incursion in Term 3 for students PP - 6 at a total cost of \$1918 / \$7 per child.

Vote postponed.

To be revisited at next meeting pending firm update on financial position.

3.0 Presidents Report (incl. Executive Committee approvals since last meeting): Action:

- 3.1 Provided by Daniela Bianco

Had an intro meeting with Helen- was shown the p&c storage room. Thinking to maybe re-organise that & look through what we have.

Amazing work with the Easter fundraising & the yr 6 bake sale was a success.

Scitech night coming up. Executive approval was given for \$200 to pay deposit for booking.

Mother's fundraising.

Grateful for Kelly, Petra and Gemma to run the "running club".

Very excited to work with the P&C and new members. We are starting the year with 40 P&C members.

- 3.2 Motion that the above report be adopted.

Carried: Carla
Drake-Brockman
Seconded:
Aimee Jorgeson

4.0 Treasurers Report:

Action:

- 4.1 Provided by Csallie Drake-Brockman

Handover has commenced between Adam Panizza and Csallie Drake-Brockman.

\$23k in Business Telenet Saver, \$2.8k in Debit Card, \$3.7k in Zero Transaction.
Approximately \$29k total with wages and invoices to come out.

Income YTD: Uniform Shop \$5.9k, Canteen \$19.4k, Fundraising \$3.3k (not including Mother's Day), Grad \$3.4k.

Major Expenses YTD: Glendale Primary School Contributions \$5.4k, Uniform Purchases \$16k, Canteen Purchases \$11k.

Showing loss on P&L of \$15k due to Term One expenses.

Total income YTD \$32k

Total expenses YTD \$32k.

Additional expenses to come (wages, computer expenses, stationery, superannuation) of \$15k which accounts for loss.

Screen shots attached.

- 4.2 Motion that the above report be adopted.

Carried: Carla
Drake-Brockman
Seconded:
Sharon Rampant

Additional Business:

- 4.3 Need to look at uncertain invoices in MYOB to see if they have been paid. Do not appear in Bank Statements searching by amount or invoice number. Could be paid but un-linked.

Csallie Drake-
Brockman to
partner with
Adam Panizza

Other Reports:

5.0 Vice President's Report:

Action:

- 5.1 Provided by Carla Drake-Brockman

The 2023 constitution and handbook has been distributed to the President, Secretary and Treasurer. We have changed the password for the main email and google drive and reviewed access. We will be doing the same with the other emails and passing the details onto the relevant subcommittees. We are also in the process of organising access to the accounts for the new signatories.

P&C WA Day is 19th May which falls within National Volunteers Week. So I would like to take this opportunity to thank everyone for their contribution and dedication to our P&C and thanks all of those who volunteer their time to support us. I have scheduled a post on the Facebook page to thank our P&C members and volunteers.

The P&C Conference is 19-20 August at Crown Perth. Registration has opened for anyone who is interested in attending.

- 5.2 Motion that the attached report be adopted.

Carried: Aimee
Jorgeson
Seconded:
Daniela Bianco

Additional Business:

- | | | |
|-----|--|---------------------------------|
| 5.3 | Looking at organising a coffee morning to thank volunteers on P&C Day 19 May. Will partner with Canteen. | Action by: Carla Drake-Brockman |
| 5.4 | Would like to see if a second delegate would like to attend the P&C Conference alongside Daniela. Ticket cost \$264. Carla Drake-Brockman is happy to attend if no-one else is interested. | |
| 5.5 | That the P&C will purchase a ticket for \$264 to have a second delegate attend the conference. | Carried unanimously |
| 5.6 | All paperwork submitted to the bank to add new President, Vice President, Treasurer and Secretary as account holders. | |

6.0 Principals Report:	Action:
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6.1 Provided by Helen Fiebig

Thank you to all the volunteers who assisted in the purchasing, setting up and sales of gifts for the Mother's Day stall. The children were so excited to buy a present for their mum.

To everyone involved in putting together the Mother's Day Raffle.

To Carla for talking at the assembly last week to promote P&C events.

Friday 19 May is P&C appreciation day and I would like to thank everyone involved with the P&C for your contributions to the school in giving so generously of your time and skills to support the staff and me in our work to provide the best learning environment possible for your child/ren and for creating wonderful community events.

World Vision Sponsorship:

In preparing a summary of the P&C activity for the 2022 Annual Report, I received a breakdown of costs from the P&C treasurer, Adam, and saw that \$576 went out on donations. I questioned him about this and was informed that it went to World Vision.

He confirmed via email on 24 April 2023, "it has now been cancelled, but it took me several phone calls to get it cancelled. 2 x in total. I called them, they confirmed cancellation, then next quarter the payment came out again. I think it eventually got cancelled in September/October."

The issue of the P&C not being authorised to donate to a charity was first brought up 2 Dec 2019 and it was discussed at that meeting about closing this account. It has been discussed at a few meetings and then on 16 February, 2022 when the donation was noticed on the 2021 end of year finances and it was agreed that funding of a charity was not going to be done anymore. I would like to ensure that this has been cancelled.

Running Club:

I am pleased that Running Club started last week and is being run on Friday morning from 8:10 to 8:30 am, by me, Petra and Kelly Leonard. We welcome any other parents who would like to assist. Petra is guiding us in the activities to run sprints, games, long distance and making it fun.

There are the running shoe keyrings that the P&C bought last year that will be given to children when they have attended 10 and 20 sessions. I also have about 15 drink bottles that can be used as gifts/prizes. Kelly, Petra and I were also talking about asking the P&C if you would be willing to sponsor an end of term breakfast for children who complete at least 80% of sessions each term. We would also require parent help to prepare the breakfast, which could be pancakes or toast with toppings, and juice.

Thank you to Carla for coordinating us.

Volunteer Declaration:

There is a requirement by the Department of Education for all volunteers working in a school, who are not employees, to complete a Confidential Declaration. If you have not signed one, can you please do so and leave it with me or at the office.

Harmony Day 2024:

At the staff meeting last week I discussed the celebration of Harmony Day for next year and whether class teachers were happy to add this to our annual calendar as a regular occurrence. Staff were happy to accept this as a special day to celebrate, and a list of activities were discussed as possibilities. This will now go to the HASS Committee for further discussion and agreement.

The ideas so far are:

A dress up day – every child to come either dressed in orange to symbolise Harmony Day or in their national dress.

See if the canteen will feature food from different countries over that week.

Guest speakers to share language, cultural objects, cultural clothing with classes and answer questions.

Very large World map or graph on display, to allow every child to add a sticker to represent where their family originated from.

A cultural incursion.

If there are any parents who would like to be consulted on possible activities or involved by volunteering on the day, please let me know if you are interested. I will plan a meeting for later in the year to get everything prepared for next year as it is early in term 1.

Guidelines for Volunteers (read aloud):

In collaboration with the staff, I have prepared the document. I am sharing it with you, for feedback before the final copy is taken to the school board to be endorsed next week.

- 6.2 Motion that the above report be adopted.

Carried: Carla
Drake-Brockman
Seconded: Zara
Draman

Additional Business:

- 6.3 Adam Panizza has confirmed that World Vision has been cancelled.
- 6.4 Feedback on Guidelines for Volunteers that volunteers be more visible, eg bibs at all times. Currently utilised during evening events eg: disco. Something to consider for future events.

7.0 Canteen Report:

Action:

- 7.1 Provided by Nerilee Russell

The golden tickets went off well with 2 very happy winners. The smile and the deliberation as to what prize to take took some time, but it's moments like those that you think, I love my job!

Prices are creeping up on some items but will try to keep the prices on the menu down, depending on the treasures report.

My only thought was to add 20c to each Qkr order to cover the price of the labels/printing/bags.

Also a post to try and get a volunteer to just stick the labels on the bags on a Friday would help.

30 mins to an hour to stick them on the bags, have a cuppa, even have small ones in a pram is possible for someone to ease into canteen

Week 1 - we closed on the Monday

Wednesday 90 orders

Friday 151 orders.

7.2 Motion that the above report be adopted.

Carried: Aimee
Jorgeson
Seconded:
Daniela Bianco

8.0 Uniform Shop Report

Action:

8.1 Provided by Petra Cipriani

Handover has started with outgoing Uniform Coordinator Sarah Cusack, looking forward to next year and placing orders, looking at new supplier for polo shirts.

8.2 Motion that the above report be adopted.

Carried: Rhonda
Doyle
Seconded:
Aimee Jorgeson

9.0 School Board Report:

Action:

9.1 Provided by Zara Draman

P&C update was presented by Helen at the last meeting.

Helen mentioned there were plans in the works for an under cover area development over the current pre-primary area basketball court. There was no further update or discussion at the time. If we could table this with the P&C to bring us up to speed with plans and whether there is still opportunity for input. For example, a parent brought to my attention that there is not a lot of bench seeking for the Kindy to grade 1's to eat their lunch, this is the sort of thing I wanted to add to discussion.

The uniform policy was approved.

The board also appeared to have an open ended agenda on how to manage behavioural issues and support sensitive children with their needs. There was discussion around future ways to reinforce and positive behaviour and mindsets. Expert names and models were mentioned that board members had

experience with including Warwick Senior High School. Future research and borrowed wisdom to continue.

Future Board Meetings will be on 22 May and 19th of June.

- 9.2 Motion that the above report be adopted.

Carried: Carla
Drake-Brockman
Seconded:
Aimee Jorgeson

Additional business:

- 9.3 Clarifying undercover area: Helen Fiebig is currently looking at projects, including covering Early Childhood Playground, to be ready for future funding from local members.

10.0 Fundraising Report

Action:

- 10.1 Provided by Sharon Rampant

Previous Events from the 2023 Calendar:

Welcome Picnic

Easter Raffle - sold 574 tickets for a total of \$1,148. All prizes were donated so this was all profit. Donations were received from Woolworths Warwick, Coles Warwick, IGA Carine, Jessica Stojkovski LMP

Mothers Day - Stall was held on May 3rd and 4th with Aimee and Kelly running the Stall on each respective day, with lots of volunteers.

Upcoming Events for Term 2 2023:

Mothers Day Raffle - Raffle of 4 Great Prizes sourced by Candice Smith will be Drawn this week (Term 2 week 3)

Scitech Friday June 9th - Carla Drake-Brockman has received approval for and has paid the deposit and for the liquor Licence application

Bunnings Sunday May 21 - Candice Smith and Jessica Talbot are sourcing donations of sausages, buns and sundries

- 10.2 Motion that the above report be adopted.

Carried: Rhonda
Doyle
Seconded: Emily
Scanlan

Additional Business:

- 10.3 Mothers Day stall created a profit \$697.74. Great to use Qkr for fundraising efforts.

- 10.4 That the P&C approves the fundraising sub-committee to spend \$1900 for the final payment for Scitech night and \$600 for drinks and lollies to be sold on the night.

Carried
unanimously

11.0 Graduation Committee Report:

Action:

- 11.1 Provided by Rhonda Doyle

All going well so far in the grad space.

Leader's shirts have been received and distributed to students & the two year 6 Teachers. Great response received on the quality and design of the shirts. BIG thanks to Gemma for organising the shirts.

11.2 Motion that the above report be adopted.

Carried: Aimee
Jorgeson
Seconded: Carla
Drake-Brockman

Additional Business

11.3 Suggestions for bake sale to be considered: holding it on different days of the week (EG Wednesday to capture Kindy classes), suggestions to have kids do baking in class.

12 Aboriginal Cultural Advisor Report:

Action:

12.1 Provided by Brodie George

Completed tasks:

Emailed admin and Helen my background information to be forwarded to Aboriginal families at Glendale.
Introduced myself to other Aboriginal parents and made acquaintances.

Upcoming events:

Sorry Day 26th May
Reconciliation Week 27/5 - 3/6
NAIDOC Week 2 – 9 July
“For our Elders”

Questions:

Artist for school shirts
Past events
Flag hung correctly

12.2 Motion that the above report be adopted.

Carried: Carla
Drake-Brockman
Seconded:
Sharon Rampant

Additional Business:

12.3 School puts more focus on celebrating NAIDOC week than Sorry Day or Reconciliation Week. NAIDOC falls in school holidays and will be celebrated in the last week of term.

12.4 Will seek donations for a potential NAIDOC Week fundraising raffle.

Brodie George to
follow up.

12.5 Following up on artist for Leader Shirts - Artist is a Whadjuk woman.

Gemma Jones to
send info to
Brodie George.

12.5 Protocol is provided to students on how to hang the flag, but not always followed. Admin check and correct if it's incorrect.

13 Book Club Report:

Action:

13.1 Provided by Kelly Leonard

Issue 2 of Book Club totalled \$598.50 in sales which generated \$88.43 in rewards dollars. This was one of the smaller rounds as there was limited time in getting orders in.

Book Fair will be held 15 - 18 May.

13.2 Motion that the above report be adopted.

Carried: Aimee
Jorgeson
Seconded:
Sharon Rampant

14.0 Social Media Report:

14.1 Provided by Julia Boardman

Currently 308 members (1 new member and 2 declined members) and 249 active members

We are still having a few issues with people not answering questions when requesting membership – maybe something we need to look at and highlight at beginning of process, reinforcing it is for the safety of our students.

The most popular day of engagement is Wednesday and the top contributors are currently School admin and canteen related members
We have had no issues to deal with.

14.2 Motion that the above report be adopted.

Carried: Rhonda
Doyle
Seconded:
Daniela Bianco

15 General Business:

15.1 That the attached correspondence report be accepted.

Carried: Carla
Drake-Brockman
Seconded:
Sharon Rampant

15.2 Zara Draman has offered to provide P&C with stakeholder consultations, surveys, workshops or feedback system review.

If anything comes up requiring input and consultation please flag with Zara to champion who can get feedback on any given issue or canvas ideas.

15.3 Discussion about the possibility of at a netball team for the school joining Wanneroo District competition in 2024. Petra will start investigating and provide more information in the next meeting.

Petra Cipriani to
provide update.

Would be run by the parents, utilising school grounds, uniform and insurances. P&C can be a forum for discussion and support. Netball would not become a Sub-Committee of the P&C.

15.4 That the P&C will fund the Liquor Licence for the Scitech Fundraising night for approximately \$150.

Carried
unanimously.

15.5 Feedback from parents that they would like to see more balls available for play (basketballs, footballs, soccer balls, etc). Helen Fiebig confirmed that there are large trolleys of balls made available at recess and lunch and that teachers are asking for kids to respect and return the equipment.

- 15.5 Bunnings Sausage Sizzle question - have we received donations ahead of time to cover the costs of the BBQ? Spud Shed and IGA have made donations, Lions have been approached to help cover other costs.

Looking to have volunteers organised ahead of time using online volunteer register.

Currently pacing events one at a time (EG finish Mother's Day before looking at next event) so as not to overwhelm parents.

- 15.6 Mobile phone is linked to Square for 2 Factor Authentication. So unable to access reports.

Carla Drake-Brockman is following up.

Next Meeting: 12 June 2023, 7pm

Meeting Closed: 8:31

Attachments:

Attachments for Treasurer's Report:

Profit and loss report		
Glendale Primary School Parents & Citizens Assn Inc		
21 Glendale Avenue, Hamersley, WA, 6022		
Adam - 0431463050		
Accrual mode		
01 Jan 2023 - 08 May 2023		
4-0000	Income	Total
4-1200	Fee income	9.00
4-2400	Sales - Uniform	5,916.50
4-2600	Sales - Canteen	19,383.85
4-2700	Fundraising Income	3,324.00
4-2800	Graduation Income	3,461.00
	Total Income	32,094.35
5-0000	Cost of Sales	
5-2800	Purchases - Uniforms	16,629.60
5-2900	Purchases - Fundraising	1,579.38
5-3000	Purchases - Canteen	11,067.10
5-3100	Purchases - Graduation	3,236.49
	Total Cost of Sales	32,512.57
	Gross Profit	(418.22)
6-0000	Expense	
6-1400	Bank charges	622.23
6-1600	Computer Expenses	162.95
6-1900	Donations	
6-2101	Equipment	
6-2400	Glendale Primary School Contribution	5,475.00
6-4200	Printing & stationery	154.98
6-5400	Superannuation expense	843.14
6-6200	Wages & salaries	8,124.95
	Total Expense	15,383.25
	Operating Profit	(15,801.47)
8-0000	Other Income	
8-1201	Interest Income - Telenet Saver	138.17
8-1300	Miscellaneous Income	33.40
	Total Other Income	171.57
	Net Profit	(15,629.90)

Glendale P&C Available Balance Report		
Date: 8th May 2023		
Bank Balances		
Bankwest Zero Account		\$3,783.20
Bankwest Telenet Saver account		\$23,023.97
Bankwest Debit Card		\$2,875.91
Total		\$29,683.08
Less liabilities		
Superannuation		\$843.14
ATO PAYG		\$812.00
Accounts payable		\$0.00
		\$1,655.14
Add assets		
Unallocated Deposits		\$0.00
		\$0.00
Less Specific Purpose Funds		
Graduation Fees		\$224.51
Glendale PS		\$0.00
		\$224.51
Net available bank balance		\$27,803.43

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as at Today 08/05/2023 9:11 WST [Filter](#)

Accounts

Account Name	Account Number	Balance	Credit Limit	Uncleared Funds	Available Balance
BUSINESS TELENET SAVER	302-162 0366517	\$23,023.97	\$0.00	\$0.00	\$23,023.97
BUSINESS DEBIT CARD	302-162 1834622	\$3,029.75	\$0.00	\$0.00	\$2,875.91
BUSINESS ZERO TRANSACTION ACCT	306-074 4165306	\$3,783.20	\$0.00	\$0.00	\$3,783.20
Total Balance:					\$29,836.92
Total Available:					\$29,683.08