



**Glendale Primary School P&C Association
Minutes for General Meeting
31 July 2023 in the Glendale Primary School Library**

Meeting Opened: 7:06

Attendance:

| | | | |
|----------------------------------|----------------|-----------------|------------------------|
| Katherine Hegarty Chairperson | Amy Thomson | Kelly Smith | Emma Scannell-Brown |
| Sarah Cusack | Jessica Talbot | Nerilee Russell | Sharon Rampant |
| Charlotte Richards | Zara Draman | Rhonda Doyle | Petra Cipriani |
| Kelly Leonard | Aimee Jorgeson | Nikki Madden | Csallie Drake-Brockman |
| Helen Fiebig | Brodie George | | |

Apologies:

| | | | |
|----------------|----------------------|----------------|--------------|
| Daniela Bianco | Carla Drake-Brockman | Julia Boardman | Nikita Huynh |
| Gemma Jones | | | |

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 Katherine Hegarty

1.0 Past Minutes:

- | | |
|---|-------------------------|
| 1.1 Motion to accept the minutes of the last meeting on 12 June 2023 as a true and accurate record. | Carried: Aimee Jorgeson |
|---|-------------------------|
-

2.0 Business Arising From Previous Minutes:

- | | |
|--|----------------|
| 2.1 Helen Fiebig to organise school maintenance to service the lock on the Uniform Shop. | Work complete. |
|--|----------------|

- | | | |
|-----|--|------------------------------|
| 2.2 | Colour Fun Run update from Charlotte Richards. | Update to come next meeting. |
| 2.3 | Have Grad invoices been paid - Aimee Jorgeson to update if these are paid. | Confirmed paid. |

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

2.1 Provide WACSSO training update

Executive Committee vote on Canteen positions

Executive Committee vote on removing group member from Facebook Group I would like for Social Media Coordinators to revamp the FB page, eg post on Monday about the week ahead

Daniela follow up with Social Media

Executive Committee approval given for Fundraising to spend \$1570.20 for Fathers Day stall gifts

Met with Zara in regards to the survey with/to our Glendale community

I will find out from WACSSO to see if we can create a new role of Engagement Coordinator

When should we have the info P&C pack ready for the new orientation packs? School has asked if we would like to include our photos on the Glendale website. I would for a group photo of all us instead of individual pics and labels of our roles

Ready by end of term. Bring to next meeting for review.

2.2 Motion that the above report be adopted.

Carried: Rhonda Doyle

Additional Business:

2.3 Conference agenda items focused on sustainability. Agenda to be provided with minutes of the meeting. Questions or feedback to Daniela and/or Carla.

2.4 WACSSO Training was positive. A few things to tighten up on:

Ensuring 7 days notice for financial motions. Can be discussed in meeting with less notice, but not voted on. Can then be taken to vote by Exec Committee with 3 days notice or to the next meeting.

For cash that is banked it must be minuted who will bank the cash. Cash must be counted by two people. Photos of count and photos of deposit slip emailed to Treasurer.

4.0 Treasurers Report:

4.1 Motion that the attached report be adopted.

Carried: Nerilee Russell

Additional Business:

4.2 \$40,700 approx in bank, up to date with all payments. Upcoming approximate payments - \$1k invoices, \$1k tax, \$1k superannuation.

4.3 Running at approximately \$8.9k loss.

- 4.4 Canteen costs continue to rise. Have recently started tracking costs of the canteen. Found that Mondays were running at a complete loss approx \$7,500 - \$8,500 across 12 months. After discussion with Nerilee and Nat decision made to close canteen on Mondays.
- 4.5 Wednesday sales approximately \$485, Friday sales approximately \$911. I will sit down with Nat and work through invoices to apportion costs later this year to make a clear assessment of profitability. Want to ensure the canteen is not eroding profits from P&C efforts.
- 4.6 Suggestions to increase profitability: consider Moving Wednesday to Thursday (trend of parents tiring at the end of the week), increase prices in line with food costs, lunch specials, catering for school admin events, parents cafe.
- 4.7 Recognition of Nerilee service to the canteen over 9 years. Severance costs will come next month when Nerilee moves on to her new career as an EA.
- 4.8 Csallie will be away travelling from 6/8 - 19/9. Adam Panizza will take on role of interim Treasurer.

5.0 Other Reports

5.1 Principals Report:

5.1.1 50th Anniversary Bricks

The final work in replacing two bricks in the 50 th Anniversary paved area has been completed.

Father's Day

Permission letters were sent to Kelly Smith for her and Candice Smith to collect donations for the

Father's Day Raffle.

A draft timetable has been made for classes to go through the Father's Day stall in the Science Room for children to purchase gifts.

My Long Service Leave

I will be taking five weeks long service leave from Saturday 22 August for the rest of this term. Lucy Reger, the Deputy Principal, will be in the acting principal position for the five weeks and will attend the next P&C meeting in my place. Please direct any information to her during this time.

During my leave there will be an experience Deputy Principal, Barbara Newman, coming into the school on Tuesdays and Thursdays, to support Lucy and Holli Fuller.

School Review

I wish to thank Carla Drake-Brockman for so generously giving of her time to attend a 30-minute school review meeting in the last week of term 3, to represent the P&C and speak about the relationships that Glendale PS has with the community.

Meetings were held all day in 30-minute intervals with between 4 to 8 participants in each, with two Reviewers from the Department of Education. The feedback at the end of the day was outstanding in each of the 6 domains that we are expected to provide evidence in. The next school review will be in 2026.

Seeking opinion

I would like your opinion on a proposal for next year. I am contemplating having a half day early close in the final week of term 2, so that teachers can schedule

individual parent meetings to discuss student reports. The idea is that children would be collected from school at 11:15, at the start of lunch time. Parent meetings would be booked using an app and be available up to 6 pm. Before this goes ahead, I will also be getting feedback from the staff and school board members.

If the decision is made to proceed, I will then be applying to the Department of Education for approval.

- 5.1.2 Motion that the above report be adopted.

Carried: Aimee Jorgeson

Additional Business:

- 5.1.3 General support for the school to close for a half-day to allow for parents meetings. End of term after reports are released.

Considerations: supervision would be provided by the school for children who could not be collected.

5.2 Canteen Report:

- 5.2.1 Term 2 ended quietly with: Week 6 - a pupil free day on Friday, Week 7 - WA Day, Week 8 – Closed Monday

Thanks to Carla for adding the 30c for packaging on the menu.

Term 3 has started with Mondays being closed. Unfortunately, it wasn't worth us opening with the low number of orders and the cost of wages. Mondays were always open as a trial, and we gave it a shot.

The first week back we had 94 Wednesday, 141 Friday.

Nat has the volunteer roster up and it is being filled, thanks as always to our volunteers.

On another note I have sent my resignation to the executive committee, it's time for me to move on after so many years.

- 5.2.2 Motion that the above report be adopted.

Carried: Csallie Drake-Brockman

Additional Business:

- 5.2.3 Heartfelt thank you shared from Nerilee. Appreciation shown with a round of applause from P&C.

5.3 Uniform Shop Report:

- 5.3.1 We are trying to organise the new faction shirts with Aboriginal designs. I have a meeting with a supplier next week on Thursday to see some mock up / art ideas.

- 5.3.2 Motion that the above report be adopted.

Carried: Nikki Madden

Additional Business:

- 5.3.3 Looking to incorporate indigenous design into faction shirt from One World uniforms. Getting different designs to show to Helen Fiebig.

- 5.3.4 Recommendation to find local Noongar designer for faction shirts. Brodie can reach out to some contacts, we can also ask on FB page/connect for suggestions of local artists.

Petra to post on FB.
Brodie to reach out to contacts.

5.4 School Board Report:

5.4.1 Nothing to report.

Additional business.

5.4.2 Have discussed school survey with Daniela. Connection and engagement is a focus. Important to keep lines of communication open and encourage constant flow of feedback.

5.4.3 Schools complete surveys every 2-3 years. Standard survey reaches community, year 6 students and staff.

Helen will be taking this to the board.

5.5 Fundraising Report:

- 5.5.1
 - Cutest pet comp closing this week
 - Fathers day stall 28th & 31st Aug
 - Fathers Day raffle - canvassing for donations
 - Fundraising ideas from the school community - Bunnings Cake Stall, Colour Fun Run, Quiz/Bingo night
 - Fundraising Committee catch up. Everyone welcome!
 - Christmas Event - could we make a sub committee?

5.5.2 Motion that the above report be adopted.

Carried: Nikki Madden

Additional Business:

5.5.3 Carla has tallied figures \$7,299 raised so far for the year. Which is near the whole of what was raised last year.

5.5.4 Organising Fundraising subcommittee meeting, Tuesday morning, inviting school community to join. Will post on FB and Connect. Looking for ideas and also people to take the ideas and run with them.

5.5.6 Start subcommittee for Christmas Event to start planning (greater P&C, not necessarily fundraising)

5.5.7 School Disco: Fundraising will organise this with with Nerilee stepping out of canteen.

5.5.8 Sharing thanks and photos of what funds have gone towards. Can go on FB, newsletter, connect.

Kelly - FB posts.
Helen - newsletter.

5.6 Graduation Committee Report:

- 5.6.1 \$290.40 raised from last terms bake sale – thank you to everyone who supported it. We hope the kindy kids enjoyed their treats!
Thanks to the P & C for approving the I-fly raffle, the raffle will be organised by Michelle & Sarah and will be advertised on connect & facebook. Raffle to be drawn at the open class/dance concert evening.
Everything else is progressing well.

5.6.2 Motion that the above report be adopted.

Carried: Nerilee Russell

Additional Business:

5.6.3 Grad is rad.

5.7 Aboriginal Cultural Advisor Report:

5.7.1 NAIDOC Raffle:

182 tickets sold, raised \$546

Businesses have been thanked (I had a group chat with them all)

NAIDOC Week:

Market day next year - yarning circle with a Noongar traditional owner

5.7.2 Motion that the above report be adopted.

Carried: Nerilee
Russell

Additional Business:

5.7.3 Raffle went well, Nikita presented award on Brodie's behalf.

5.7.4 Looking at opportunity to hold a Yarning Circle with Noongar grandmother from the school at some time this year.

5.7.5 Suggestion of smoke ceremony to start NAIDOC assembly next year. This has been held previous years.

5.8 Book Club Report:

5.8.1 Current issue closed on Friday. Awaiting sales figures.

5.8.2 Motion that the above report be adopted.

Carried: Sharon
Rampant

5.9 Social Media Report:

5.9.1 Current Membership – 315 (249 members active) 6 membership requests, 4 approved and 1 member removed.

Unfortunately on June 14th one member (with previous membership warnings/offences and removal) sent a number of abusive/derogatory private messages to other P&C members, complaining about the running and management of the P&C. This led to admins turning on post approvals on her account for one month as a preventative measure. Unfortunately, this did not prevent her from being able to write a derogatory comment on an unrelated post on the Facebook page. The comment was removed and her account then suspended until July 12 as her current actions had broken conditions of rejoining the page in 2021 and provide admins time to discuss future action.

On July 3rd the social media admin team decided to removed the member from the page with the following note

Unanimous vote by admin to remove ***** due to breaking the conditions of rejoining the group since last removal and going against group guidelines. In the past, ***** has had a total of 6 posts/comments removed for offensive and derogatory content and removed twice from the group. In 2020 and 2023 she has also sent abusive and derogatory private messages to admin and P&C members. Since muting ***** s ability to post and comment with the group, she has been posting inflammatory and derogatory posts about the P&C on her own Facebook page and sent an abusive email to school admin. This additional posting on her Facebook and the email to school were not considered in the decision to remove her from the group but important to note

as to her overall current behaviour.

On July 14th the suspended member requested to rejoin the page. The admin team then felt that this decision was best voted on by the Exec committee – Do we allow the member to rejoin? And to also consider the following, If no do we place a cooling off period or if yes do we place restrictions (what and for how long).

Pending decision as 21/07/23

Daniela to update on Exec decision.

Most popular engagement day continues to be Wednesday.

5.9.2 Motion that the above report be adopted.

Carried: Aimee Jorgeson

6.0 General Business:

- 6.1 Some feedback that the price for school photos is quite expensive. School needs to select from an approved list. Office Manager speaks to other schools to check prices, feedback from other parents / schools that the prices are quite standard.
- 6.2 Fathers Day stall proceeds will be counted and banked by Kelly Smith and Aimee Jorgeson.

Next Meeting: Monday 4 September, 7pm

Meeting Closed: 8:11

Bank Account Balances

Date: 29 July 2023

Glendale Primary School Parents & Citizens Assn Inc

21 Glendale Avenue, Hamersley, WA, 6022

Csallie Drake-Brockman 0417 950 330

Generated 29 Jul 2023

as at Today 29/07/2023 16:37 WST [Filter](#)

Accounts

| Account Name | Account Number | Balance | Credit Limit | Uncleared Funds | Available Balance |
|--------------------------------|---------------------------------|-------------|--------------|-----------------|--------------------|
| BUSINESS TELENET SAVER | 302-162 0366517 | \$23,076.96 | \$0.00 | \$0.00 | \$23,076.96 |
| BUSINESS DEBIT CARD | 302-162 1834622 | \$1,344.19 | \$0.00 | \$0.00 | \$1,308.12 |
| BUSINESS ZERO TRANSACTION ACCT | 306-074 4165306 | \$16,317.57 | \$0.00 | \$0.00 | \$16,317.57 |
| Total Balance: | | | | | \$40,738.72 |
| Total Available: | | | | | \$40,702.65 |

Attachments:

| | |
|--|---------------------|
| Available Balance Report | |
| Date: 29 Jul 2023 | |
| Glendale Primary School Parents & Citizens Assn Inc | |
| 21 Glendale Avenue, Hamersley, WA, 6022 | |
| Csallie Drake-Brockman 0417 950 330 | |
| Generated 29 Jul 2023 | |
| | |
| Bank Account | Balance (\$) |
| Bankwest Telenet Saver A/c 302-162 0366517 | 23,076.96 |
| Bankwest Debit Card 302-162 1834622 | 1,308.12 |
| Bankwest Zero Transaction A/c 306-074 4165306 | 16,317.67 |
| Total | 40,702.75 |
| | |
| Less Liabilities | |
| Accounts payable | 1,104.86 |
| PAYG withholdings payable | 1,030.00 |
| Superannuation payable | 1,147.52 |
| Total | 3,282.38 |
| | |
| Add Assests | |
| Unallocated Deposits | 0.00 |
| Total | 0.00 |
| | |
| Less Specific Purpose Funds | |
| Glendale Primary School Contribution | 0.00 |
| Other | 0.00 |
| Total | 0.00 |
| | |
| Net Available Income | 37,420.37 |

| P&C Meeting Treasurer Profit & Loss Report | | |
|---|--------------------------------------|-------------------|
| Date: 29 July 2023 | | |
| Glendale Primary School Parents & Citizens Assn Inc | | |
| 21 Glendale Avenue, Hamersley, WA, 6022 | | |
| Csallie Drake-Brockman | | |
| Cash mode | | |
| 01 Jan 2023 - 31 Jul 2023 | | |
| Generated 29 Jul 2023 | | |
| | | Total |
| 4-0000 | Income | |
| 4-1200 | Fee income | 31.00 |
| 4-2400 | Sales - Uniform | 9,944.50 |
| 4-2600 | Sales - Canteen | 34,551.20 |
| 4-2700 | Fundraising Income | 13,902.00 |
| 4-2800 | Graduation Income | 6,435.60 |
| | Total Income | 64,864.30 |
| | | |
| 5-0000 | Cost of Sales | |
| 5-2800 | Purchases - Uniforms | 16,629.60 |
| 5-2900 | Purchases - Fundraising | 6,779.20 |
| 5-3000 | Purchases - Canteen | 17,598.42 |
| 5-3100 | Purchases - Graduation | 4,011.49 |
| | Total Cost of Sales | 45,018.71 |
| | | |
| | Gross Profit | 19,845.59 |
| | | |
| 6-0000 | Expense | |
| 6-1400 | Bank charges | 1,097.66 |
| 6-1600 | Computer Expenses | 283.63 |
| 6-2400 | Glendale Primary School Contribution | 7,025.00 |
| 6-2600 | Insurance | 579.00 |
| 6-4200 | Printing & stationery | 154.98 |
| 6-4500 | Registration Fees | 1,442.95 |
| 6-5400 | Superannuation expense | 1,409.60 |
| 6-6200 | Wages & salaries | 16,936.59 |
| | Total Expense | 28,929.41 |
| | | |
| | Operating Profit | (9,083.82) |
| | | |
| 8-0000 | Other Income | |
| 8-1201 | Interest Income - Telenet Saver | 191.16 |
| | Total Other Income | 191.16 |
| | | |
| | Net Profit | (8,892.66) |