



Inglewood Primary School P&C Association

General Meeting Minutes

Tuesday 12 March 2019

Staff Room

1.	Welcome, quorum, and minutes	
1.1	Ben Bartlett (P) opened the meeting at 7:10pm	
1.2	Quorum was satisfied with 15 financial members.	
1.3	<p>The minutes of the February P&C General Meeting were approved with the following amendments:</p> <ul style="list-style-type: none"> • Amanda Hawkins was appointed as Canteen Treasurer. 	
2.	Appointment of outstanding Executive Committee Positions	
2.1	Secretary	David Garner
2.2	Facebook Coordinator	Bronwynne Jones
3.	President's Report	
3.1	The P&C receives a quarterly update on the cross-walks near the various campuses. This quarter's update was on the Kindy cross-walk. It isn't used much (approximately 15 people cross each hour).	
4.	Treasurer's Report	
4.1	Rebecca Pognault (T) tabled the reports included as Annexure C .	
4.2	<p>RESOLUTION 190312.1:</p> <p>\$6,606.32 of P&C funding approved for Mathletics.</p>	

5.	Sub-Committee Reports
5.1	CANTEEN SUB-COMMITTEE:
5.1.1	The Canteen Coordinators have a meeting with Karen Boyle scheduled for 13 March 2019 to discuss the year ahead. Instead of raising prices, the Sub-Committee wants to focus on spending less money to buy better quality food, and to promote the canteen better.
5.1.2	Summary of canteen kitchen facilities: <ul style="list-style-type: none"> • it is not a commercial kitchen (which would require renovation and council approval); • cannot use raw meat, so much of the food is pre-prepared; • there are issues with the drainage system; • there is no dishwasher (so Karen spends a lot of her time washing up).
5.1.3	Bronwynne has obtained menus from other schools, and has spoken to other school canteens. The Sub-Committee will compare these to Inglewood Primary's and consider options.
5.2	EVENTS COORDINATOR:
5.2.1	Lys tabled the draft 2019 Events Planner included as Annexure D .
5.2.2	The Welcome Night was a big success (with over 400 sausages sold).
5.2.3	The Easter Raffle has begun and raffle tickets have gone home (organised by Brooke Arrowsmith). There are enough volunteers, but Brooke has asked for donations of small boxes to go in the class rooms.
5.2.4	Brooke has begun organising the Mothers' Day stalls for the main campus (someone will also need to organise PPK stalls – PPK Sub-Committee to consider). Brooke has requested funding of \$1080 for gifts (similar to 2018 amount). She had also asked for the P&C Debit Card to pay the supplier. This was not possible, as Karen uses it daily for canteen purchases. Brooke should ask the supplier to invoice the P&C and the Treasurers will arrange payment.
5.2.5	The Quiz Night is scheduled for Friday 24 May 2019 (subject to sufficient volunteers). Lys has emailed the class reps and requested they identify one volunteer per class.

5.3	PPK
5.3.1	An email has been circulated regarding monkey-bars and a trampoline for the PP campus (which were on the PP teachers' 2018 Wishlist). Portable ones are on order, and permanent ones will be considered at a later date when the 2019 Wishlist is finalised.
5.4	FATHERING PROJECT
5.4.1	The Lawn Bowls is going ahead on 13 March 2019, although there has not been strong take up.
5.4.2	The Fathering Project wants to organise a Footy Tipping competition. It was approved that it can be advertised on the P&C website.
6.	Principal's Report
6.1	Janine thanked the parents who attended the Open Day for the new building.
6.2	Janine will hold a parent liaison meeting soon.
6.3	Janine has received some complaint emails about how some parents park on the verges. The P&C approved a suggestion to put notes under the relevant cars' windscreen wipers. If the problem persists after that, it will need to be referred to the Rangers.
6.4	The school has been engaging the canteen to cater school events (including the Professional Learning Meetings), and Karen has been doing a great job.
6.5	There has been a lot of feedback regarding the Walking School Bus program. The school is continuing to collect feedback.
7.	Any Other Business
7.1	A parent asked if the school would consider applying to be registered as a SunSmart School. Janine advised this is an annual application process. She will look into whether the school is compliant.
8.	Date and location of next meeting
	7:00pm on Tuesday 09 April 2019 (last week of Term 1) in the Staff Room.

Meeting closed: 8:00pm

Annexure A – Member Attendance

1	Bartlett, Ben	President
2	Best, Margie	
3	Cook, Tamara	
4	Garner, David	Secretary
5	Jones, Bronwynne	
6	Hawkins, Amanda	Co-Treasurer and Canteen-Treasurer
7	Husband, Jan	
8	Lani, Steve	
9	Lawton, Tanya	
10	McLernon, Lys	Vice-President and Events Coordinator
11	Plaisted, Jem	
12	Pougnault, Rebecca	Treasurer
13	Pravica-Brown, Annabel	
14	Saddington, Angela	
15	Townsend, Andy	Alp's Husband

	Bersan, Janine	Ex-officio (Principal)
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Annexure B – Agenda

[No pre-distributed agenda.]

Annexure C – Treasurer’s Report



February 2019

1. MONTHLY REPORT

Income and Expenditure for

February

OPENING BALANCE	\$18,087.91
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INCOME	
Welcome Night	1,223.85
Committee Membership	16.00
School Banking Commission	100.00
Incorrect Deposit (to be refunded)	10.00
Total Income	1,349.85

EXPENSES	
Welcome Night	761.35
Total Expenses	761.35

Monthly Closing Balance	\$18,676.41
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The balance of the term deposit at 28 February 2019 is \$20,460.16. The term deposit is currently at call pending funds required to be transferred to the general account.

Canteen Financial Report

- Cash balance at the end of February is \$10,727.86
- Year to date sales were \$3,986 which is less than last year (\$4,987), however, the canteen has still made a small profit of \$149.

Attached is the consolidated profit and loss for the P&C in its entirety for the 2019 year to date.

REBECCA POUGNAULT
TREASURER

Profit and loss

Inglewood Primary School P&C Assn Inc
For 1 January to 28 February 2019, accrual basis

CODE	ACCOUNT	AMOUNT
INCOME		
-	Suspense	\$110.00
4-4010	Sales	\$3,986.62
4-4015	Uniform Sales	\$142.45
	TOTAL INCOME	\$4,239.07
COST OF GOODS SOLD		
5-0000	Cost of Goods Sold	-
5-0110	Payroll Allowances	\$14.40
5-0100	Payroll expenses	\$1,237.08
5-0155	Superannuation expense	\$230.52
	Total Cost of Goods Sold	\$1,482.00
5-2000	Membership fees	\$89.99
5-0200	Purchases	\$2,517.75
	TOTAL COGS	\$4,089.74
	GROSS PROFIT	\$149.33
EXPENSES		
6-0100	Fundraising Expense	-
6-0101	Welcome Night	\$761.35
	Total Fundraising Expense	\$761.35
6-0010	Accounting Fees	\$16.00
6-0600	Payroll Expenses	-\$7.20
6-0607	Superannuation	-\$113.00
	Total Payroll Expenses	-\$120.20
	TOTAL EXPENSES	\$657.15
OTHER INCOME		
7-5000	Term Deposit Interest	\$34.49
7-0020	Committee Membership	\$16.00
7-0100	Fundraising	-
7-0101	Welcome Night	\$1,223.85
	Total Fundraising	\$1,223.85

Profit and loss

Inglewood Primary School P&C Assn Inc
For 1 January to 28 February 2019, accrual basis

CODE	ACCOUNT	AMOUNT
7-0010	School Banking Commission	\$125.00
	TOTAL OTHER INCOME	\$1,399.34
NET POSITION		
	Income	\$4,239.07
	Cost of goods sold	\$4,089.74
	Gross profit	\$149.33
	Expenses	\$657.15
	Other income	\$1,399.34
	Other expenses	\$0.00
	NET POSITION	\$891.52



INGLEWOOD PRIMARY SCHOOL P&C
TREASURER'S REPORT
 November and December 2018 and January 2019

1. MONTHLY REPORT

Income and Expenditure for			
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	November	December	January
OPENING BALANCE	\$8,720.07	\$17,501.66	\$17,820.46

INCOME			
Disco	5,874.01	-	-
Donation	100.00	-	-
Movie Night	70.00	1,016.35	-
Fathers Day Stall	25.00	-	-
Walkathon	5,621.80	105.00	-
Footy Tipping	50.00	-	-
School Banking Commission	-	-	125.00
Uniform Sales	-	-	142.45
Total Income	11,740.81	1,121.35	267.45

EXPENSES			
Footy Tipping Prizes	130.00	-	-
Walkathon	67.50	250.00	-
Movie Night	1,210.00	510.55	-
Disco	1,291.72	-	-
Kindy Buses	260.00	-	-
Entertainment Books	-	42.00	-
Total Expenses	2,959.22	802.55	0

Monthly Closing Balance	\$17,501.66	\$17,820.46	\$18,087.91
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The balance of the term deposit at 31 January 2019 is \$20,451.53, \$55.98 of interest was received since October. The term deposit is currently at call pending funds required to be transferred to the general account.

P&C Funding provided to IPS in 2018:

Item	Value
Library Books	1,522.73
K-2 Phonics Kits and printing	2,034.00
Limestone Capping	6,576.00
Lego Mindstorms	1,460.32
Computers for new Building	6,330.00
PP Books	1,500.00
Mathletics	6,125.72
% for Art	2,500.00
Class Awards	1,140.00
Kindy Farmyard on Wheels	527.27
Kindy Buses	260.00
Medals & Ribbons	868.87
Total	\$30,844.91

Canteen Financial Report

- Cash balance at the end of January is \$11,405.37
- Year to date sales were \$54,525 which is less than last year (\$59,095), however, the canteen is still made a small profit of \$497.

Attached is the consolidated profit and loss for the P&C in its entirety for the 2018 year.

REBECCA POUGNAULT
TREASURER



**INGLEWOOD PRIMARY SCHOOL P&C
Proposed 2019 Budget**

The closing cash as at 31 December 2018 was \$17,820.46 (plus \$20,451.53 term deposit).

Total committed expenses for 2019 of \$10,250 are as follows:

- Library Books - \$1,700
- Book Prizes - \$1,200
- Medals and Ribbons - \$850
- WACSSO Membership - \$1,200
- Safety House - \$300
- Artist in Residence - \$5,000

- Junior Play Area - \$7,000 approved last year not yet paid

Revenue

- Fundraising Events (based on 2018 and including the Quiz night) - \$40,000

Summary of Funds Available:

	\$
Cash at Bank as at 1/1/19	38,271.99
Add: 2019 Fundraising Revenue	40,000.00
Less: 2018 Expenses	(7,000.00)
Less: Committed Funds 2019	(10,250.00)
Less: Expenses Associated with Fundraising	(15,000.00)
Less: Contingency Sum held in Bank Account	(15,000.00)
Likely Funds Available for Distribution	\$ 31,021.99

Requests for items to be funded will be considered at the AGM.

**REBECCA POUGNAULT
TREASURER**

Annexure D – Events Planner 2019

EVENT	DATE	DETAILS	ORGANISER		
TERM 1 4/2/19 – 12/4/19					
Canteen Theme Days	TBA	Canteen Manager & P&C Canteen Rep meet to discuss days early in Term. Advised of days during P&C meetings and on term planner	Karen Boyle, Jem Howard, Bron Dix-Jones		
Welcome Night	Friday 22/2/19	Students and parents invited to school oval to socialise at beginning of year. P&C provides entertainment which has included bouncy castle, climbing wall, live music, sumo wrestling and a sausage sizzle. School councillors sell glo-products and school provides PA and music (Mr Gilchrist). 2019 was very busy. Over 400 sausages sold – better preparation for 2020 needed	Lys McLernon		
Easter Raffle	Week 3 – Week 9 (Easter Assembly 11/4/19)	Giant Easter Raffle with prizes to be drawn and presented at Easter Assembly. A note goes home with students calling for donations of eggs, chocs, baskets, stuffed toys. Subcommittee for the event collection donations and send home small book of raffle tickets to every family to sell. Raffles drawn prior to assembly and awards given out on the day. Please note: offsite PP and K need notifying of prize winners.	Brooke Arrowsmith Volunteers Needed		
TERM 2 29/4/19 – 5/7/19					
Federal Election	TBA	All day sausage sizzle and cake stall from 8am – 3pm at North Inglewood Polling Booth (IPS). Bacon & Egg Rolls at breakfast, sausage sizzle for lunch	Lys McLernon Class reps to organise two volunteers/class		

Canteen Theme Days	TBA	Canteen Manager & P&C Canteen Rep meet to discuss days early in Term. Advised of days during P&C meetings and on term planner	Karen Boyle, Jem Howard, Bron Dix-Jones		
National Walk Safely to School Day #WSTSD	Friday 19/5/19	Government Schools initiative. Kids encouraged to walk to school. Warm Milo, fruit & muffins are handout to participants at canteen by councillors. P & C usually contributes \$200 to pay for drinks and snacks. Parents asked to donate muffins prior to event Liaise with: a) Principle about date b) Vice principle about councillors involvement c) Canteen about what's being provided	Organiser Needed		
Mothers Day	Monday 6/5/18 – Friday 10/5/19	Celebrated across all school campuses. PPK - gifts are donated by parents prior to each stall. Gifts \$5 each, kids choice. Main School - Gifts purchased and sold via stalls at every campus in the week prior to Mothers Day on 12/5/18. Dates of stalls TBC	Brooke Arrowsmith Volunteers Needed		
Teatowel Fundraiser	Week 3 – Week 9	Kids art tea towels for PPK. Kids draw own picture which is then published on a teatowel as a fundraiser. Typically commences just after Mothers Day. Orders placed in middle of June, delivery early Term 3.	TBC Natasha Bourke		
Quiz Night	TBC Saturday 24/5/19	Held at Bob Daniels Centre in 2017. Liquor License obtained. Bar available run by parents. Pizza ordered prior delivered on the night. In 2017, two parents were the Quiz Masters. Approx 180pax attended, approx. 22 tables.	Lys McLernon Kylie Rogers Reps to organise one volunteer/class by week 8 of term 1.		

TERM 3 22/7/19 – 27/9/19				
Canteen Theme Days	TBA	Canteen Manager & P&C Canteen Rep meet to discuss days early in Term. Advised of days during P&C meetings and on term planner	Karen Boyle, Jem Howard, Bron Dix-Jones	
Roller Disco	Monday 22/7/19 TBC	Morley Rollerdrome. Special price session. Held on First Monday in Term 3 (typically a student free day at IPS)	Carmen Smith TBC	
Kindy Olympics	TBA	Typically organised by the Kindy teachers with some input from P&C.		
Junior and Senior Sports Carnivals	TBC End of Term 3 (September)	Sausage Sizzle & Cake Stall at carnival. Cakes donated by parents. Sizzle & stall run by volunteers	Organiser needed	
Daffodil Day	TBC Friday 23/8/19	Historic annual event at PP. Usually organised by one of the teachers, Leanne Wilson as point of contact. Bouncy castle, activities etc Sausages for lunch cooked at canteen and transported down on the day to PP.	Organiser needed. Typically organised by PP teachers with some assistance from a PP Parent.	
Fathers Day	Monday 26/8/19 – Friday 30/8/19	Celebrated across all school campuses. PPK - gifts are donated by parents prior to each stall. Gifts \$5 each, kids choice. Main School - Gifts purchased and sold via a stall on the Wednesday prior to Fathers Day on 2/9/18	Brooke Arrowsmith Volunteers Needed	
Open Night	TBC	The main school is opened up for the night to coincide with book week Canteen is open selling soup/lighter meals.	Lys McLernon, Karen Boyle 3 x extra Volunteers needed	

TERM 4 14/10/19 – 19/12/19				
Canteen Theme Days	TBA	Canteen Manager & P&C Canteen Rep meet to discuss days early in Term. Advised of days during P&C meetings and on term planner	Karen Boyle, Jem Howard, Bron Dix-Jones	
TBC Christmas Cards	Runs throughout Term 4	Kids art work on Christmas cards for sale. Fundraiser for school. Contact with company fizzled in 2014/2015. Check with Tonya if it's an option for 2017 or not	Organiser needed	
Walkathon PP – Yr 6	TBC Term Four, Week 5	Annual event, fun for kids and great easy fundraiser. Forms sent home with students	Sharon Marshall &	

		including PPK calling for sponsors. Students walk laps on a set course, previously Grand Prom Oval. Forms and monies collected, prizes announced at assembly	Amy Detata TBC Volunteers needed		
School Disco	TBC Friday 25/10/19	Typically themed Disco Night at the main school campus. K-Yr 2 from 4.30pm – 6pm; Yr 3 – Yr 6.30 – 8.30pm. Sausage Sizzle, Canteen open. Councillors involved in selling merchandise on night and looking after the younger kids. Helen Betteridge is a good contact for 2019 disco as she did an excellent job in 2018	Organiser needed 10 x Volunteers needed		
Outdoor Cinema	TBC Friday 6/12/19 or 13/12/19	Held on oval at main campus. Sausage Sizzle. Merchandise from disco sold by school councillors.	Lys McLernon 4 x Volunteers Needed		

ONGOING

School Banking	Throughout the year	Weekly CBA banking at IPS at the canteen on a Tuesday morning, 8.30am – 8.50am. (also runs at PP). The program requires volunteer School Banking Co-ordinators to facilitate the banking and distribution of School Banking rewards. This only takes a small amount of your time, three mornings a term on a roster, and the Commonwealth Bank will provide support in how to run the program. Your help with the program will greatly benefit students as they develop vital saving skills and also help our school with fundraising. Currently our School Banking day is Tuesday	Eve Pantany		
Footy Tipping	Throughout AFL season	Footy tipping competition	Brian Marshall TBC		