



Inglewood Primary School P&C Association

General Meeting Minutes

Tuesday 14 May 2019

Staff Room

1.	Welcome, quorum, and minutes
1.1	Ben Bartlett (P) opened the meeting at 7:05pm
1.2	Quorum was satisfied with 15 financial members.
1.3	The minutes of the April 2019 P&C General Meeting were approved without amendment.
2.	President's Report
2.1	No report tabled.
3.	Treasurer's Report
3.1	Rebecca Pougault tabled and went through the Treasurer's Report (Annexure C)
4.	Sub-Committee Reports
4.1	CANTEEN SUB-COMMITTEE:
4.1.1	In Term 3 the canteen will trial deliveries to the Kindy campus. The deliveries will be on Wednesdays to allow all Kindy pupils to participate.
4.1.2	The City of Stirling has delivered its inspection report. It recommends improvements to the skirting boards, hood, and cracked surfaces. Janine will ask Fran to provide the report to the school contractors (any work under \$1,200 can be undertaken without going through the approvals process).
4.1.3	The Canteen Sub-Committee has compiled a wish-list of items to improve the canteen. It will submit a funding request at a future meeting.

4.2	EVENTS COORDINATOR:
4.2.1	Election Day: Stalls have been arranged for the day (no corporate donors this time).
4.2.2	Quiz Night: 170 tickets sold so far (the venue's maximum capacity is 200). There have been some great donations of prizes.
4.2.3	Walking to School Bus: Has been moved to 24 May because of NAPLAN. The P&C will provide Milo and muffins.
4.2.4	A family event at the roller-drome is being arranged for 22 July 2019.
4.2.5	The P&C has sold 25 Entertainment Books.
4.2.6	The P&C plans to sell cooking aprons to parents and for use at events. The aprons will have the same print as the P&C bags. The P&C approved \$800 to procure the aprons.
4.3	PPK
4.3.1	No report tabled.
4.4	FATHERING PROJECT
4.4.1	Brendan Huntley has taken over as Fathering Project coordinator.
4.4.2	No report tabled.
4.5	WALKING SCHOOL BUS
4.5.1	Route 1 has started. The committee is exploring interest for additional routes (potentially up to 4).
4.5.2	The committee requests funding to procure IPS-brand hi-vis vests for parents and pupils participating in the Walking School Bus. A funding request will be submitted at a future meeting.
5.	Principal's Report
5.1	Stirling Council is running the positive parenting project 'Triple P program' (www.triplep-parenting.net) to help parents raise confident and resilient children. Training courses will be held on 10 May and 24 May 2019.

5.2	The school is running various social and emotional well-being programs. Details will be included in the newsletter.
5.3	Janine will bring a summary to the next meeting of the school's spending in the last 12 months and what is available in the reserve account. Outstanding funding requests can be discussed at the next meeting.
5.4	Many schools encountered connectivity issues with the NAPLAN testing. IPS encountered some teething issues, but overall connectivity was fairly good. The school had prepared the pupils were not unduly affected.
6.	Date and location of next meeting
6.1	7:00pm on Tuesday 11 June 2019 at the PP campus.

Meeting closed: 8:30pm

Annexure A – Member Attendance

1	Martina Helsby	
2	Annabel Pravica-Brown	
3	Steve Lani	
4	Angela Saddington	
5	Ben Bartlett	President
6	Lauren Boyle	
7	Jen Plaisted	
8	Amanda Hawkins	Co-Treasurer
9	Rebecca Pognault	Treasurer
10	Jan Husband	
11	Natasha Bourke	
12	Andrew Townsend	Quiz Master
13	Alan Moroni	
14	Janine Bersan	Principal
15	Lys McLernon	Vice-President and Events Coordinator
16	David Garner	Secretary

Annexure B – Agenda



INGLEWOOD PRIMARY SCHOOL P & C GENERAL MEETING AGENDA

Date: Tuesday 14 May 2019

Time: 7:00pm

Location: Pre-Primary Campus

1. Welcome and confirmation of quorum;
2. Confirmation of minutes of 09 April 2019 General Meeting;
3. President's Report;
4. Treasurer's Report;
5. Sub-committee Reports:
 - a. Canteen
 - b. Events
 - c. PPK
 - d. Fathering Project
 - e. Walking School Bus
6. Principal's Report;
7. Items for Newsletter;
8. Any Other Business;
 - a. Funding Requests – Parked Items:
 - Sandpit shade sails;
 - Blue-bots, bee-bots, and water play equipment;
 - Replacement technology trolley
9. Date and location of next General Meeting.

Annexure C – Treasurer’s Report



1. MONTHLY REPORT

Income and Expenditure for	
	April
OPENING BALANCE	9,492.54
INCOME	
Easter Egg Raffle (Net)	1,828.90
Donation	250.00
Uniform Commission	20.35
Commonwealth Banking School Banking Commission	90.00
Total Income	2,189.25
EXPENSES	
<u>Mothers Day</u> Stall	1,080.32
Total Expenses	1,080.32
Monthly Closing Balance	\$10,601.47

The balance of the term deposit at 30 April 2019 is \$20,507.85. The term deposit is currently in a one month rolling term deposit pending funds required to be transferred to the general account.

Term two has three significant fundraising events including the Mothers Day Stall, the Election Stall and the Quiz Night. Also ongoing fundraisers of the Entertainment Books and Footy Tipping.

Canteen Financial Report

- Cash balance at the end of April is \$11,889.44
- Year to date sales were \$13,317 which is only slightly less than this time last year (\$13,985), and the canteen has made a profit of \$1,376.

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

REBECCA PUGNAULT
TREASURER

Profit and loss

Inglewood Primary School P&C Assn Inc
For 1 January to 30 April 2019, accrual basis

CODE	ACCOUNT	AMOUNT
INCOME		
-	Suspense	\$5.00
4-4010	Sales	\$13,317.43
4-4015	Uniform Sales	\$396.80
TOTAL INCOME		\$13,719.23
COST OF GOODS SOLD		
5-0000	Cost of Goods Sold	-
5-0110	Payroll Allowances	\$36.00
5-0100	Payroll expenses	\$5,995.08
5-0155	Superannuation expense	\$569.52
	Total Cost of Goods Sold	\$6,600.60
5-2000	Membership fees	\$89.99
5-0200	Purchases	\$5,651.74
TOTAL COGS		\$12,342.33
GROSS PROFIT		\$1,376.90
EXPENSES		
6-300	Wish List Items	\$6,606.32
6-0200	School Contributions	-
6-0230	Medals & Ribbons	\$153.00
6-0210	Library Books	\$1,705.00
	Total School Contributions	\$1,858.00
6-0100	Fundraising Expense	-
6-0107	Mothers Day Stall	\$1,080.32
6-0104	Quiz Night	\$740.00
6-0101	Welcome Night	\$973.90
	Total Fundraising Expense	\$2,794.22
6-0010	Accounting Fees	\$38.00
TOTAL EXPENSES		\$11,296.54
OTHER INCOME		
7-5000	Term Deposit Interest	\$82.18
7-0020	Committee Membership	\$16.00

Profit and loss

Inglewood Primary School P&C Assn Inc
For 1 January to 30 April 2019, accrual basis

CODE	ACCOUNT	AMOUNT
7-0100	Fundraising	\$250.00
7-0103	Easter Egg Raffle	\$1,828.90
7-0102	Footy Tipping	\$200.00
7-0101	Welcome Night	\$1,223.85
	Total Fundraising	\$3,502.75
7-0010	School Banking Commission	\$315.00
	TOTAL OTHER INCOME	\$3,915.93

NET POSITION

Income	\$13,719.23	
Cost of goods sold	\$12,342.33	
Gross profit	\$1,376.90	
Expenses	\$11,296.54	
Other income	\$3,915.93	
Other expenses	\$0.00	
	NET POSITION	-\$6,003.71