



Inglewood Primary School P&C Association

General Meeting Minutes

Tuesday 11 June 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 11 financial members.
1.3	The minutes of the May 2019 P&C General Meeting were approved without amendment.
2.	President's Report
2.1	The WACSSO annual conference is scheduled for 17 and 18 August. The P&C usually receives a free ticket if anyone would like to attend.
2.2	The counsel is reviewing the road crossing for the Kindy campus. Current usage is too low to sustain the crossing.
2.3	The new BBQ broke after the Election Day Sausage Sizzle. BBQ Galore have offered a full refund.
2.4	The P&C has raised approximately \$15,000 over the last few months. Ben has received a number of queries from parents asking what the money will be used for.
3.	Treasurer's Report
3.1	Rebecca Pougault tabled and went through the Treasurer's Report (Annexure B)
4.	Sub-Committee Reports
4.1	CANTEEN SUB-COMMITTEE:

4.1.1	The Canteen Sub-Committee is obtaining quotes for a new dishwasher. It may be available through the school budget.
4.1.2	The Canteen Sub-Committee was authorised to spend \$1,2000 (plus GST) to purchase a new stove-top hood.
4.1.3	The kitchen skirting has been removed and the wall painted. It does not currently satisfy counsel requirements. Janine will register it as a fault to have it fixed.
4.1.4	At the next P&C meeting, the Canteen Sub-Committee will present a proposal to purchase a TM6 Thermomix and train Karen on its use.
4.1.5	<p>Karen requested that:</p> <ul style="list-style-type: none"> - the name above the canteen is replaced (it still has Tuck Inn); - the cage around the canteen is removed (or reduced); - the ground outside the canteen is painted with bright colours; and - some tables and chairs are installed outside the canteen. <p>The Canteen Sub-Committee will submit proposals to implement these ideas at the next P&C meeting.</p>
4.2	EVENTS COORDINATOR:
4.2.1	Brooke was authorised to spend \$846.50 to purchase items for the Fathers' Day stalls.
4.2.2	Y2 and Y5 parents will be responsible for organising the School Disco this year.
4.2.3	Inglewood is hosting the Interschool Faction Athletics Carnival this year. The P&C has been asked to organise the catering.
4.3	PPK
4.3.1	The PPK Sub-Committee will contact Mrs Wilson to see what assistance she needs for Daffodil Day (the P&C usually provides the catering).
4.4	FATHERING PROJECT
4.4.1	No report tabled.
4.5	WALKING SCHOOL BUS
4.5.1	The Walking School Bus may be extended to the PP campus in Term 3.

4.5.2	The Walking School Bus Sub-Committee was authorised to spend \$350 to purchase 4 x adult and 20 x kids hi-vis jackets with logos.
5.	Principal's Report
5.1	Janine introduced and welcomed Beth Hutchinson as the new Deputy Principal.
5.2	A presentation on what is being taught as part of the Health Curriculum will be given in the school library between 6-8pm on Wednesday 14 August.
5.3	There will be an Artist in Residence Project in Term 3 and 4.
5.4	School reports will be sent home through the CONNECT community rather than by email going forward.
6.	Date and location of next meeting
6.1	7:00pm on Tuesday 13 August 2019 at the main campus Staff Room.

Meeting closed: 8:30pm

Annexure A – Agenda



▲ INGLEWOOD PRIMARY SCHOOL P & C GENERAL MEETING AGENDA

Date: Tuesday 11 June 2019

Time: 7:00pm

Location: Pre-Primary Campus

1. Welcome and confirmation of quorum;
2. Confirmation of minutes of 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;
9. Date and location of next General Meeting.

Annexure B – Treasurer’s Report



INGLEWOOD PRIMARY SCHOOL P&C
TREASURER'S REPORT
May 2019

1. MONTHLY REPORT

Income and Expenditure for May 2019	
OPENING BALANCE	10,601.47
INCOME	
Polling Day Stall	5,558.70
Donation	100.00
Mothers Day Stall	2,367.90
Quiz Night	10,732.65
Footy Tipping	100.00
Total Income	18,859.15
EXPENSES	
Mathletics (extra licenses)	167.00
Polling Day Expenses	903.55
Walk to School Day Donation	200.00
Quiz Night Expenses	833.88
Total Expenses	2,104.43
Monthly Closing Balance (Main Account)	\$27,356.19

The balance of the term deposit at 30 April 2019 is \$20,533.13. The term deposit is currently in a one month rolling term deposit pending funds required to be transferred to the general account.

The Square (ie credit card receipts) is linked by necessity to the canteen bank account and funds are deposited into that account. The net funds collected (excluding of bank fees) from the polling day stall was \$868.01 and the quiz was \$3,708.21. The funds have been left in the canteen account at this time.

Known committed funds remaining outstanding include:

- Quiz Night Costs – \$2,902.77 (now paid)
- Art Easels - \$640 (now paid)
- Pre-Primary Wish List Items - \$1,937.69 (now paid)
- Farm Yard on Wheels - \$527.27 (now paid)
- Polling Day Costs - \$421.38 (now paid)
- Artist in Residence - \$12,000
- Carnevale Mask Materials - \$150
- Interschool Soccer shirts - \$359
- Book Prizes - \$1,300
- Early Childhood transition buses - \$400
- Daffodil Day Fundraiser - \$200

Canteen Financial Report

- Cash balance at the end of May is \$17,156.37 (including square funds of \$4,576.22 per above).
- Year to date sales were \$18,390 which is only slightly less than this time last year (\$18,992), and the canteen has made a profit of \$1,573.

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 31 May 2019, accrual basis

CODE	ACCOUNT	AMOUNT
INCOME		
4-4010	Sales	\$18,390.92
4-4015	Uniform Sales	\$396.80
	TOTAL INCOME	\$18,787.72
COST OF GOODS SOLD		
5-0000	Cost of Goods Sold	-
5-0110	Payroll Allowances	\$50.40
5-0100	Payroll expenses	\$8,421.66
5-0155	Superannuation expense	\$800.04
	Total Cost of Goods Sold	\$9,272.10
5-2000	Membership fees	\$89.99
5-0200	Purchases	\$7,852.36
	TOTAL COGS	\$17,214.45
	GROSS PROFIT	\$1,573.27
EXPENSES		
6-300	Wish List Items	\$6,773.32
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	-
6-0108	Polling Day Stall	\$903.55
6-0107	Mothers Day Stall	\$1,080.32
6-0104	Quiz Night	\$1,973.88
6-0101	Welcome Night	\$973.90
	Total Fundraising Expense	\$4,931.65
6-0010	Accounting Fees	\$48.00
	TOTAL EXPENSES	\$13,610.97
OTHER INCOME		
7-5000	Term Deposit Interest	\$107.46
7-0020	Committee Membership	\$16.00

Profit and loss

Inglewood Primary School P&C Assn Inc
For 1 January to 31 May 2019, accrual basis

CODE	ACCOUNT	AMOUNT
7-0100	Fundraising	\$555.00
7-0108	Polling Day Stall	\$6,426.31
7-0107	Mothers Day Stall	\$2,367.90
7-0104	Quiz Night	\$14,640.76
7-0103	Easter Egg Raffle	\$1,828.90
7-0102	Footy Tipping	\$300.00
7-0101	Welcome Night	\$1,223.85
	Total Fundraising	\$27,342.72
7-0010	School Banking Commission	\$315.00

TOTAL OTHER INCOME \$27,781.18

NET POSITION

Income	\$18,787.72
Cost of goods sold	\$17,214.45
Gross profit	\$1,573.27
Expenses	\$13,610.97
Other income	\$27,781.18
Other expenses	\$0.00

NET POSITION \$15,743.48