



Inglewood Primary School P&C Association

General Meeting Minutes

Tuesday 10 September 2019

Staff Room

1.	Welcome, quorum, and minutes
1.1	Ben Bartlett (P) opened the meeting at 7:15pm
1.2	Quorum was satisfied with 13 financial members.
2.	New P&C Constitution
	Ben presented a WACCSO video explaining the amendments in the new P&C Constitution.
	The P&C unanimously approved the pre-circulated Special Resolution to adopt the new constitution. The President was directed to sign the application forms and the secretary was directed to lodge the application forms with WACCSO.
3.	President's Report
3.1	A new BBQ has been purchased. It cost less than the funding allocated and the difference will be refunded to the P&C.
3.2	Rio Tinto operates a "Dollars for Doers" grant program (http://www.riotinto.com/australia/pilbara/community-investment-9610.aspx). Under the program, the P&C is eligible for a \$500 donation as Ben has volunteered 50 or more hours to the P&C over the previous financial year.
3.3	Ben has been notified that the following Executive Committee roles will be vacated at the end of the year: <ul style="list-style-type: none"> • Treasurer; • Co-Treasurer; • Events Coordinator; and • Newsletter Coordinator.

	The P&C will try to identify potential replacements before the end of the year to allow for a smooth handover.
4.	Treasurer's Report
4.1	Rebecca Pougnault tabled and went through the Treasurer's Report (Annexure B)
5.	Sub-Committee Reports
5.1	CANTEEN SUB-COMMITTEE:
5.1.1	Given the increase in costs, it was discussed whether to raise the canteen prices. The P&C was reluctant to increase prices. The canteen is intended to provide a community service rather than to make a profit. The P&C would prefer to maintain current prices for so long as the canteen is able to cover its own costs.
5.1.2	The Mexican-themed recesses have been popular. The canteen sub-committee is considering them for future social events, as the food is easy to prepare and serve.
5.1.3	The canteen sub-committee has been continuing its efforts to promote the canteen through social media.
5.1.4	A canteen sub-committee meeting will be held in the week commencing 16 September 2019.
5.2	EVENTS COORDINATOR:
5.2.1	The School Disco will have a "Which letter are you?" theme. There will be a BBQ and a photo booth. 2 nd Ave IGA is sponsoring the disco (bread buns, juices, etc). RESOLUTION 190919-1: \$1,500 of funding is approved for the purchase of standard items for the School Disco (e.g. decorations, glow-products, tickets, etc). Passed: Unanimously
5.2.2	The Fathers' Day events have been a big success and have raised approximately \$2,200 from costs of \$800. The P&C thanked Brooke for all her hard work.
5.2.3	The Faction Carnival raised approximately \$1,600, despite a shortage of volunteers. The P&C thanked Alan and Felice for all their hard work.
5.2.4	The P&C is responsible for the catering at the Interschool Sports Carnival. The P&C will cater for all participating schools (typically only the hosting school is catered for).

	<p>Approximately 700 children will attend. Notices and order forms are being distributed through the class reps.</p> <p>RESOLUTION 190919-2:</p> <p>\$800 of funding is approved for the purchase of food for the Interschool Sports Carnival.</p> <p>Passed: Unanimously</p>
5.2.5	The speaker box does not have wi-fi connection. This means the event coordinators are having to use their own mobile data. Janine has a school mobile phone that may be suitable as an alternative.
5.3	PPK
5.3.1	The P&C thanks Janine for arranging for the Kindy rooms to be painted and the water fountain upgraded. A leaky shed will be reported as a fault so that it can be repaired.
5.3.2	<p>RESOLUTION 190919-3:</p> <p>\$500 of funding is approved to hold a Busy-Bee at the PP campus on or around 19 October 2019. Half of the money will be to fund a coffee van for the participating parents. The remainder will cover paints, boards, etc.</p> <p>Passed: Unanimously</p>
5.4	FATHERING PROJECT
5.4.1	The Fathering Project is arranging a camp out on the school grounds in Term 4. The date is to be confirmed.
5.5	WALKING SCHOOL BUS
5.5.1	The new hi-vis jackets have been received and are in use.
5.5.2	The Walking School Bus Sub-Committee hopes to extend the program to the PP campus in Term 4.
6.	Principal's Report
6.1	There will be an open board meeting in October. Anyone is welcome to attend.
6.2	The school will have 603 students in 2020. There are several children on the wait list, and so no out of boundary students will be accepted next year.

6.3	The school's handwriting policy will change for new students from January 2020 to NSW fonts (current students will continue with the existing Victorian modern cursive fonts). The P&C signalled its approval of the change.
6.4	A planning committee is being established to facilitate the school's centenary celebrations. It is hoped the committee will consist of both staff and parents.
7.	Date and location of next meeting
7.1	7:00pm on Tuesday 22 October 2019 in the Staff Room.

Meeting closed: 8:55pm

Annexure A – Agenda



INGLEWOOD PRIMARY SCHOOL

P & C GENERAL MEETING

NOTICE AND AGENDA

Date: Tuesday 10 September 2019

Time: 7:00pm

Location: Staff Room

1. Welcome and confirmation of quorum;
2. Confirmation of minutes of August 2019 General Meeting;
3. Review of 2019 P&C Association Constitution (**Annexure A**)
4. Special Resolution to adopt 2019 P&C Association Constitution.
5. President's Report;
6. Treasurer's Report;
7. Sub-committee Reports:
 - a. Canteen
 - b. Events
 - c. PPK
 - d. Fathering Project
 - e. Walking School Bus
8. Principal's Report;
9. Items for Newsletter;
10. Any Other Business;
11. Date and location of next General Meeting.

Annexure B – Treasurer’s Report



1. MONTHLY REPORT

Income and Expenditure for August 2019	
	August
OPENING BALANCE	21,372.23
INCOME	
Teatowels fundraiser	2,920.00
Total Income	2,920.00
EXPENSES	
Teatowels	2,875.00
PP Monkey Bars	3,363.64
Class Awards	1,140.00
Walking School Bus Vests (Deposit)	209.00
Athletics Carnival Medallions	159.08
Total Expenses	7,746.72
Monthly Closing Balance (Main Account)	16,545.51

The balance of the term deposit at 31 August 2019 is \$20,597.89. The term deposit is currently in a one month rolling term deposit pending funds required to be transferred to the general account.

Fundraising revenue expected in September includes the Fathers Day Stalls and the Athletics carnival stall.

Known committed funds remaining outstanding include:

- Artist in Residence - \$12,000
- Carnevale Mask Materials - \$150
- Interschool Soccer shirts - \$359
- Early Childhood transition buses - \$400
- Daffodil Day Fundraiser - \$200
- Shade Sails - \$4,000 (now paid)
- Ribbons (athletics carnival) - \$203 (now paid)
- Walking School Bus vests - \$209
- Little Street Library - \$500
- Ipad request \$5,942 (50% of total cost)
- Kindy/PP – Blue Bots - \$3,200
- Parrot Mambo Mini Drones - \$990
- Mini-Lit Tier 2 program - \$2,775
- Portable PA - \$248
- Science Lab Coats – approx. \$1,500

No further commitments for funding should be made at this time.

Canteen Financial Report

- Cash balance at the end of August is \$16,368.59.
- Year to date sales were \$34,733 which is less than this time last year (\$36,060), and the canteen has made a small profit of \$1,235.
- The new rangehood was paid for during the month of August (\$1,210)

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 August 2019, accrual basis

CODE	ACCOUNT	AMOUNT
INCOME		
4-4010	Sales	\$34,733.55
4-4015	Uniform Sales	\$872.75
TOTAL INCOME		\$35,606.30
COST OF GOODS SOLD		
5-2500	Repairs and maintenance canteen	\$1,210.00
5-2050	Workers Comp Insurance	\$577.00
5-0000	Cost of Goods Sold	-
5-0110	Payroll Allowances	\$93.60
5-0100	Payroll expenses	\$15,578.75
5-0155	Superannuation expense	\$1,479.96
	Total Cost of Goods Sold	\$17,152.31
5-2000	Membership fees	\$89.99
5-0200	Purchases	\$15,341.92
TOTAL COGS		\$34,371.22
GROSS PROFIT		\$1,235.08
EXPENSES		
6-0020	P&C Membership Fee	\$1,049.35
6-300	Wish List Items	\$7,613.27
6-330	Pre-Primary	\$5,384.28
	Total Wish List Items	\$12,997.55
6-0200	School Contributions	\$527.27
6-0230	Medals & Ribbons	\$312.08
6-0220	Book Prizes	\$1,140.00
6-0210	Library Books	\$1,705.00
	Total School Contributions	\$3,684.35
6-0100	Fundraising Expense	-
6-0150	Other	\$2,945.00
6-0109	Fathers Day Stall	\$797.59
6-0108	Polling Day Stall	\$1,386.89
6-0107	Mothers Day Stall	\$1,080.32
6-0104	Quiz Night	\$4,376.65

Profit and loss

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

CODE	ACCOUNT	AMOUNT
6-0101	Welcome Night	\$973.90
	Total Fundraising Expense	\$11,560.35
6-0010	Accounting Fees	\$78.00
6-0400	Insurance - General	\$198.00
6-0670	Sundry Expenses	\$209.00
	TOTAL EXPENSES	\$29,776.60

OTHER INCOME

7-5000	Term Deposit Interest	\$172.22
7-0020	Committee Membership	\$16.00
7-0100	Fundraising	\$555.00
7-0150	Other	\$2,920.00
7-0111	Entertainment Books	\$560.00
7-0108	Polling Day Stall	\$6,426.71
7-0107	Mothers Day Stall	\$2,367.90
7-0106	Rollerskating	\$486.00
7-0104	Quiz Night	\$15,295.76
7-0103	Easter Egg Raffle	\$1,828.90
7-0102	Footy Tipping	\$300.00
7-0101	Welcome Night	\$1,223.85
	Total Fundraising	\$31,964.12
7-0010	School Banking Commission	\$405.00
	TOTAL OTHER INCOME	\$32,557.34

NET POSITION

Income	\$35,606.30	
Cost of goods sold	\$34,371.22	
Gross profit	\$1,235.08	
Expenses	\$29,776.60	
Other income	\$32,557.34	
Other expenses	\$0.00	
	NET POSITION	\$4,015.82