



Inglewood Primary School P&C Association

Draft Minutes of General Meeting 08 August 2017

Held: Inglewood Kindy

Meeting Opened: 7:15pm

<p>1. Welcome, apologies, and confirmation of quorum</p> <p>1.1. Meeting opened and chaired by Ben Bartlett.</p> <p>1.2. Quorum confirmed.</p>	
<p>2. Confirmation of minutes of previous meeting</p> <p>The minutes of the 13 June 2017 meeting were confirmed with one amendment (Rebecca Pougault had paid the City of Stirling deposit for the quiz night)</p>	
<p>3. President's Report:</p> <p>3.1. A few parents had said it was difficult to park or do quick drop offs near the school, because several of the teachers parked near the entrance. There are also large 4x drives parked near the entrance that are difficult to reverse around. Janine acknowledged that parking is at a premium. She offered to ask staff as a courtesy to park further away.</p> <p>3.2 There was a discussion whether P&C members are willing to have their name and contact details published, to make it easier for other parents to liaise with the P&C. No one objected to publishing names and contact details.</p> <p>3.3 To ensure that everyone has sufficient time to review documents prior to the meetings, Ben asked that all P&C reports be submitted to David by the first Tuesday of the month, and for David to send an agenda out on that date. Ben also requested that the minutes of the previous meeting be circulated on the fourth Tuesday of the month (sorry!).</p>	
<p>4. Treasurer's Report:</p> <p>4.1. See Annexure B, which was read out by Rebecca at the meeting.</p>	

5. Sub-Committee Report

5.1. Canteen

5.1.1. The canteen is doing slightly better this year compared to last year.

5.1.2. There was a debate whether to do a sausage sizzle for the parents at the Sports Carnival on Thursday 07 September, and whether the canteen should remain open that day. Given that most parents want to watch their children compete, there may not be sufficient volunteers for both. It was decided to attempt both and see how it goes as a trial run for next year.

5.2. Events:

5.2.1. Lys distributed handouts and spoke to them.

5.2.2. The quiz night had been both a financial and a social success. Ben thanked Lys and the Events committee for all its hard work.

5.2.3. There is a Safety House Walk on Wednesday 06 September at 2:15pm for PP up to Y3. PP will walk to the main campus, and can be collected from there at the end of the day. The cost of the show is approximately \$300. Some members queried whether the older pupils might also benefit from the show. The show is pitched to a younger audience, so it was thought the older pupils might be bored by it. It was suggested that the P&C should enquire whether they have a show more suitable for older children as well.

5.2.4. The Walkathon and School disco currently clash. Lys and Sharon will discuss separately to resolve.

5.2.5. There was a discussion whether the P&C should accept online donations for charitable events, and not just money in envelopes. A few different organisations were discussed, but each charged a commission for providing the service. The additional money collected would need to outweigh the commission charges. Sharon will investigate and report back at a future meeting.

5.2.6. The School Disco needs someone to organise it. Lys will circulate a position description.

5.2.7. The School Bank needs volunteers. It is a time commitment of approximately 1 hour per week during term time. If anyone is interested, they are welcome to attend on Tuesday mornings to see what's involved.

5.2.8. Silver Cent Frenzy: Will be organised in Term 4 in the lead up to Christmas. It should be kept brief to a few weeks, otherwise the children would lose interest. It was agreed that rather than be donated to the P&C, the children should be allowed to choose which charities to donate the money to.

5.3. Uniform

5.3.1. Now that the transition to an external uniform shop is complete, it was agreed to remove the uniform shop as a standing agenda item. Uniform issues will be dealt with under Any Other Business if any issues arise.

5.4. PPK

5.4.1. See Annexure C.

5.5. Fathering Project

- 5.5.1. This term's event will be a bike ride and picnic at Riverside Gardens in Maylands on Sunday 17 September (this will be advertised soon).
- 5.5.2. The event for Term 4 will be a camp out at the school oval on Friday 20 October. The Fathering Project insurance policy will cover the event, provided it is ratified by the P&C and the P&C is affiliated with WACCSO. Given the space available, the event will be limited to 30 families. The fathers will cook dinner with the kids, and they are looking for volunteers to cook breakfast. There will be a guest speaker from the Fathering Project on the Saturday morning.

6. Principal's Report:

- 6.1. The school will coordinate with the Safety House presentation to hold a gathering for PP parents to discuss the transition to the main campus next year.
- 6.2. Building update: the building is going well, and there has been great communication from the builders (including weekly meetings).
- 6.3. Felice has done great work in promoting the PP campus issues with local government. The Education Department agrees that new facilities are required, and is looking at purchasing a site. The ultimate goal is to amalgamate the PP and K campuses – most likely on the current PP site. This is still several years away however. In the short-term, the school will soon be obtaining quotes for various maintenance works (e.g. painting, replacing the awning, replacing the gas metre box, fixing the vinyl flooring in PP4, fixing the roofs and gutters, removing the sandpit slabs and cubby house, and adjusting the ground level). There is only 2 weeks available during the holidays, so to ensure the playground isn't blocked off some of the works may need to be rolled into the summer holidays.
- 6.4. The school has ordered 27 special stools (at \$87 each), which are good for posture and kids who can't sit still. They will be trialled across the school, and if a success, the school will ask the P&C for additional funding.
- 6.5. The independent school review has completed – thank you to all those who participated.
- 6.6. The new iPads have arrived and are being set up (the school has also contributed approximately \$10,500 in funds for the set up). New boards and TVs (at a cost of \$8,000 each are also being installed).

7. Any Other Business

- 7.1. The discussion on whether to establish a P&C Reserve Fund was rolled over to the next meeting.
- 7.2. The 2015 Financial Accounts Audit was reviewed. There were some historical discrepancies in previous years, but systems are in place now to prevent them repeating. Overall it was a clear audit, free of material statement. The auditor performed the audit for free, which saved the P&C considerable cost.
- 7.3. The after-school care facilities provided by Helping Hands were discussed. Many parents had expressed dissatisfaction with the service provided by

<p>Helping Hands (disinterested staff, with a high turnover), and the use of the undercroft during winter (and summer) months. The contract is due to be renegotiated (and may be re-tendered). Helping Hands has also recently been bought by a larger organisation, so service may improve. Three members of staff use the library, so it is not a suitable venue unless extreme weather/temperatures. However, Helping Hands do have the option to use it when necessary, so parents should remind them. When the new building is available, the multipurpose room may be a suitable venue.</p> <p>7.4. The WACCSO Annual Conference ball is coming up. The P&C gets one free ticket. If anyone is interested in attending, they should discuss with Ben.</p>	
<p>8. Date of Next Meeting</p> <p>The next General Meeting will be held:</p> <p>7:00pm - Tuesday 12 September 2017 – Main campus library.</p>	
<p>Meeting Closed: 9:05pm</p>	

ANNEXURE A

Attendees

Katherine Liciardello

Narelle Marriott

Elyssa McLernon

Tanya Maddalena

Ben Bartlett

Felice Byatt

Alan Moroni

Lynley Nielsen

Sally Garner

Petre Del Fante

Amanda Hawkins

Rebecca Pognault

Janine Bersan

Julia Minson

Shahnaz Roshimi

Wayne Houlton

Jodie Clark

Greg Hudson

Sharon Marshall

Jem Plaisted

Brendon Huntley

Karen Boyle

ANNEXURE B

Treasurer's Report



1. MONTHLY REPORT

Income and Expenditure for JUNE 2017 & JULY 2017

	JUNE	JULY
OPENING BALANCE	29,142.89	\$34,545.47
INCOME		
Entertainment Books	700.00	70.00
Quiz Night	10,154.00	402.00
Tea Towels	3,047.00	-
School Banking Commission	-	293.65
Total Income	13,901.00	\$835.65
EXPENSES		
Wish List Items	2,749.52	7,344.00
Quiz Night Expenses	5,748.92	(2,000.00)
WACSO Membership	-	1,082.82
Total Expenses	8,498.44	\$6,426.82
Monthly Closing Balance	34,545.47	\$28,954.30

Wish List Items Funded in June & July

IT - Bee-Bot Swarm- \$622.25

IT – Sphero's & Covers - \$2,127.27

IT – iPads for PP – approx. \$6,894

Quiz Night – Room Hire and Bond - \$2,260 (\$2,000 bond returned 26/7/17)

Approved Items not yet paid

PPK – 4 – Safety house show in term 3 - \$300

Music – Ukuleles - \$1,998

Kindy – Animal Farm - \$580

IT – iPads for years 1 to 3 – approx. \$12,000

Payment for Entertainment Books (TBD – approx \$588)

Fathers Day Stall - \$898.50

Canteen Financial Report

- Cash balance at the end of July is \$18,314.79.
- Year to date sales are \$30,555.75 which greater than this time last year (\$29,377)

Consolidated Financial Report

We have now inputted the year to date data into the new accounting system. Attached is the consolidated year to date profit and loss for the P&C in its entirety.

To assist with reading the accounts:

- The canteen transactions are located in the sales and cost of goods sold section, such that the gross profit is the canteen profit.
- Transactions relating to the general P&C account are in the section below (expenses and other income).

**REBECCA POUGNAULT
TREASURER**

Profit and loss

For 1 January to 31 July 2017, accrual basis

CODE	ACCOUNT	AMOUNT
INCOME		
4-0000	Supplier Rebates	\$244.08
4-4010	Sales	\$30,555.75
4-4015	Uniform Sales	\$2,752.35
	TOTAL INCOME	\$33,552.18
COST OF GOODS SOLD		
5-2050	Workers Comp Insurance	\$653.00
5-0000	Cost of Goods Sold	-
5-0110	Payroll Allowances	\$79.20
5-0100	Payroll expenses	\$12,341.91
5-0155	Superannuation expense	\$1,172.51
	Total Cost of Goods Sold	\$13,593.62
5-2000	Membership fees	\$90.00
5-0200	Purchases	\$11,852.10
	TOTAL COGS	\$26,188.72
	GROSS PROFIT	\$7,363.46
EXPENSES		
6-300	Wish List Items	-
6-330	Pre-Primary	\$1,494.40
6-320	Kindy	\$1,605.39
6-0310	IT	\$9,643.52
	Total Wish List Items	\$12,743.31
6-0200	School Contributions	-
-	Swim Caps	\$394.85
6-0210	Library Books	\$1,522.73
	Total School Contributions	\$1,917.58
6-0100	Fundraising Expense	-
6-0108	Polling Day Stall	\$1,798.00
6-0107	Mothers Day Stall	\$996.45
6-0104	Quiz Night	\$3,748.90
6-0101	Welcome Night	\$992.25
	Total Fundraising Expense	\$7,535.60
6-0010	Accounting Fees	\$16.00
6-0070	Bank Charges	\$106.24
6-0400	Insurance - General	\$191.50
6-0670	Sundry Expenses	\$1,082.82

CODE	ACCOUNT	AMOUNT
		TOTAL EXPENSES \$23,593.05
OTHER INCOME		
7-0020	Committee Membership	\$29.00
7-0100	Fundraising	\$410.35
7-0150	Other	\$3,047.00
7-0111	Entertainment Books	\$840.00
7-0108	Polling Day Stall	\$5,573.35
7-0107	Mothers Day Stall	\$2,170.10
7-0104	Quiz Night	\$11,261.00
7-0103	Easter Egg Raffle	\$928.65
7-0102	Footy Tipping	\$450.00
7-0101	Welcome Night	\$852.75
	Total Fundraising	\$25,533.20
7-0010	School Banking Commission	\$636.92
		TOTAL OTHER INCOME \$26,199.12
NET POSITION		
	Income	\$33,552.18
	Cost of goods sold	\$26,188.72
	Gross profit	\$7,363.46
	Expenses	\$23,593.05
	Other income	\$26,199.12
	Other expenses	\$0.00
		NET POSITION \$9,969.53

ANNEXURE C

PKK Report

- Thank you to the P&C for the Farmyard-on-wheels inclusion which was enjoyed by all Kindy kids during the first week back at school this term.
- Daffodil Day events for the Pre-Primary have moved from the Friday, to Monday 28 August. The Cancer Council has offer to perform a puppet show for the PP kids and was only available on Friday 25th. The free performance was in thanks for 17 years of continual support from PP teacher and co-ordinator Mrs Leanne Wilson. Traditional Daffodil Day celebrations (dress-up, sausage sizzle, cakes, games and decorations) will now be moved to the Monday.
- Parents have let me know that the Smart board in one of the PP classes is still not operational - and has not been all year. I know this was brought up in at a past P&C meeting many months ago and it was indicated that it was a high priority, along with another main school class smart board, to be repaired or replaced asap.
- iPads for the PP were approved at the May meeting. Any further information on when they will be available?