



Inglewood Primary School P&C Association

Draft Minutes of General Meeting

12 September 2017

Held: Inglewood Primary (Staff Room)

Meeting Opened: 7:00pm

<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 previous meeting were confirmed.</p>	
<p>3. President's Report:</p> <p>3.1. No President's Report</p>	
<p>4. Treasurer's Report:</p> <p>4.1. See Annexure B.</p> <p>4.2. It was noted that, although the current profit & loss summary makes it look like there is an overall loss, that is just a result of the reporting. The actual account has sufficient funds.</p> <p>4.3. Most items that the P&C agreed to fund have now been paid (including the iPads, which was a large expense). Only small ticket items are outstanding, such as medals and ribbons for the sports carnival, and an invoice for the safety house.</p> <p>4.4. It was discussed placing \$50,000 aside in a term deposit as a reserve fund. The money will still be available if needed, but otherwise will earn interest. It was agreed to delay this until the old uniform account is finally shut. It is also likely there will be funding requests when the new building is complete.</p>	

5. Sub-Committee Report

5.1. Canteen

- 5.1.1. A new menu will be ready soon. It will include some small price increases (due to increase in supplier costs), but also more home-made items. The new menu will be approved at a separate sub-committee meeting.
- 5.1.2. There were only 15 lunch orders on Sports Day (although it was very busy the next day). It was agreed not to open the canteen for the Sport Days in subsequent years.
- 5.1.3. Otherwise, the canteen has been relatively busy, although Mondays are a little quiet.
- 5.1.4. There is no real contingency if Karen is sick. Volunteers can come in at short notice, if they have already had their food-handling and working with children checks. Volunteers should be paid for their time.

5.2. Events:

- 5.2.1. The Open Night was a big success. Everything ran out, and the soup was particularly popular. It was discussed that the PP campus should also be involved next year (including for PP parents to get a Year 1 parent 'buddy' – similar to the arrangement with the students), and perhaps there should be dress up for book week.
- 5.2.2. It was discussed whether there could be a podcast or information video after the next Open Night, for parents who couldn't attend. It was agreed that some sort of information sheet was probably more appropriate.
- 5.2.3. The kids had a lot of fun with the Fathers' Day stalls. The stalls made approximately \$1,700.
- 5.2.4. The Faction Carnival made just under \$1,400 (with \$1,100 of profit). There is still copious tomato ketchup.
- 5.2.5. It was discussed that the students should have more involvement in running stalls and designing posters for theme days etc.
- 5.2.6. The Walkathon, camp out, and disco are all scheduled before the next meeting.

5.3. PPK

- 5.3.1. See Annexure C.
- 5.3.2. Brooke submitted a reimbursement request to Rebecca.

5.4. Fathering Project

- 5.4.1. The next event is this weekend. There are details in the Newsletter and on Facebook.

6. Principal's Report:

- 6.1. There is approximately \$20,000 of funding available for art for the new school building. There are approximately 8 submissions, which will be decided by a 5-person selection committee. A decision will likely be made over the summer holidays.
- 6.2. A PP status-report meeting was held recently. The building works are extensive, so will mostly be done over the summer holidays. Some minor

<p>works will commence now, such as improvements to drinks fountains, replacement of lino and blinds, etc.</p> <p>6.3. The results of the independent public review will be available on the website after the next Board meeting. Overall it was a good report, with good feedback.</p> <p>6.4. Brody Baker and Judy Griffin will be participating in the early years extension project. They will drop down to 4-days a week, and will have training on the fifth day. It will focus primarily on Y1 and Y2s, but will have application across the school.</p> <p>6.5. Ten new panel boards will be installed over the summer holidays. And the iPads arrived today, so will be rolled out next week.</p> <p>6.6. Helping Hands' contract is due to expire in November. To avoid a loss of service over the summer holidays, their contract will be extended to the end of Term 1 next year (including the holidays). They can then re-tender, along with any other interested tenderers. HH has responded to previous criticism, and has sent around an information sheet. The undercroft is still the only available area, but they can use the library if extreme weather</p> <p>6.7. The new building is due to be finished at the end of next Term. It will have state of the art facilities, and there is a budget for furniture. The school will then consider moving class rooms around. There will also be room for a playground at the back. A query was raised whether a new driveway could be installed for quick school drop offs. This is not possible without council approval. A general discussion regarding the difficulties in parking at the school was postponed until after the new building is completed.</p> <p>6.8. Funding of \$1,100 was approved for reading books for PP (focusing on decodable home readers). The school will match the PP funding.</p>	
<p>7. Any Other Business</p> <p>7.1. A new banking administrator is needed.</p> <p>7.2. There is free WACCSO Training available in about a week. David to forward details by email.</p> <p>7.3. December meeting will be a dinner instead. At the November meeting expressions of interest should be taken to determine what positions need to be filled.</p> <p>7.4.</p>	
<p>8. Date of Next Meeting</p> <p>The next General Meeting will be held:</p> <p>7:00pm - Tuesday 14 November 2017</p>	
<p>Meeting Closed: 8:25pm</p>	

ANNEXURE A

Attendees

[TBC]

ANNEXURE B

Treasurer's Report



INGLEWOOD PRIMARY SCHOOL P&C TREASURER'S REPORT AUGUST 2017

1. MONTHLY REPORT

Income and Expenditure for AUGUST 2017

AUGUST

OPENING BALANCE	28,954.30
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INCOME	
Quiz Night	240.00
Footy Tipping	350.00
Total Income	590.00

EXPENSES	
Wish List Items	11,465.46
Farmyard on Wheels (Kindy)	527.27
Tea Towels	1,895.00
Fathers Day Stall Items	898.50
Welcome Night	167.00
Printing Costs	57.52
Total Expenses	15,010.75

Monthly Closing Balance	14,533.55
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Approved Items not yet paid

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

Safety House Annual Membership Fee - \$130

Music – Ukuleles - \$1,831.71

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

Medals & Ribbons – approx. \$300

2. Canteen Financial Report

- Cash balance at the end of August is \$19,654.34.
- Year to date sales are \$37,572 which was slightly less than this time last year (\$38,719)
- Uniform sales for the year to date is \$3,200.

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

REBECCA POUIGNAULT
TREASURER

Profit and loss

For 1 January to 31 August 2017, accrual basis

CODE	ACCOUNT	AMOUNT
INCOME		
4-0000	Supplier Rebates	\$244.08
4-4010	Sales	\$37,571.64
4-4015	Uniform Sales	\$3,200.05
TOTAL INCOME		\$41,015.77
COST OF GOODS SOLD		
5-2050	Workers Comp Insurance	\$653.00
5-0000	Cost of Goods Sold	-
5-0110	Payroll Allowances	\$93.60
5-0100	Payroll expenses	\$14,673.91
5-0155	Superannuation expense	\$1,394.05
Total Cost of Goods Sold		\$16,161.56
5-2000	Membership fees	\$90.00
5-0200	Purchases	\$15,590.57
TOTAL COGS		\$32,495.13
GROSS PROFIT		\$8,520.64
EXPENSES		
6-300	Wish List Items	-
6-330	Pre-Primary	\$1,494.40
6-320	Kindy	\$1,605.39
6-0310	IT	\$21,108.98
Total Wish List Items		\$24,208.77
6-0200	School Contributions	\$527.27
-	Swim Caps	\$394.85
6-0210	Library Books	\$1,522.73
Total School Contributions		\$2,444.85
6-0100	Fundraising Expense	-
6-0150	Other	\$1,895.00
6-0109	Fathers Day Stall	\$898.50
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	\$1,159.25
Total Fundraising Expense		\$10,496.10
6-0000	Expenses	\$57.52
6-0010	Accounting Fees	\$24.00

CODE	ACCOUNT	AMOUNT
6-0070	Bank Charges	\$106.24
6-0400	Insurance - General	\$191.50
6-0670	Sundry Expenses	\$1,082.82
TOTAL EXPENSES		\$38,611.80

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	\$11,501.00
7-0103	Easter Egg Raffle	\$928.65
7-0102	Footy Tipping	\$800.00
7-0101	Welcome Night	\$852.75
	Total Fundraising	\$26,123.20
7-0010	School Banking Commission	\$636.92
TOTAL OTHER INCOME		\$26,789.12

NET POSITION

Income	\$41,015.77
Cost of goods sold	\$32,495.13
Gross profit	\$8,520.64
Expenses	\$38,611.80
Other income	\$26,789.12
Other expenses	\$0.00
NET POSITION	-\$3,302.04

ANNEXURE C

PKK Report

PPK Convener Report – September 2017

Prepared by Brooke Arrowsmith

PP Daffodil Day –

A big thank you from the staff and students to the P&C for supporting this event by purchasing sizzle supplies and drinks.

Thank you very much to Karen at the Canteen who organized for the sausages to be cooked for us.

Cost for sausages & sauce (\$35 paid by Lys), and buns, napkins, tin trays, and fruit drink poppers (\$73.15 paid by Brooke). Expenses totaling \$108.15.

Mrs Wilson reported a Cancer Council WA donation of \$770 from the event.

PPK Father's Day Stalls –

'Thank you to the P&C volunteers for making the Father's Day stalls such an exciting yet stress free event.' – Michelle Ward

Kindy banked: \$355

PP banked: \$309

'Earn & Learn'–

Kindy teacher Michelle Ward is the coordinator. So far over 80 sheets have been filled, which is more than last time this scheme ran. Please keep promoting with parents to continue getting stickers.

Book Week & Open Night–

Kindy had an enjoyable dressup day for Book Week. PP parents would have loved this to have continued through, especially as there is now a high focus on reading at PP.

Open Night could have been a good opportunity for the PP parents to view year 1 classrooms, and tour the school. Only one PP parent (who doesn't have older children) attended. Perhaps next year PP families could be more personally invited.

Perhaps there could be consideration for a Book Week dress-up for the whole school (optional) at the Open Night. A small parade for each of the years. I feel this would promote more attendance from PP and possibly Kindy, and create more community between the three sites.

Safety House Play and PP Parent Gathering –

The children enjoyed the safety play. And parents attending the tour were very positive in their reviews.

Faction Carnival –

PP parents enjoyed attending their first Faction Carnival. There was concern about the students sitting on the very wet ground. Would the school or P&C consider buying tarps for the students to sit on?

PP Swimming –

Please to report all PP students commenced swimming yesterday.

Wobble Stools –

Two wobble stools have been placed in each classrooms PP3 & 5 and getting good use. We are waiting on PP4's stools which are expected shortly.

PP iPads -

The iPads arrived at the reception the first week in August, and were sent to Tang 'to get set up', with expected delivery to PP within that week.

Tang were working at the PP site today. But still no ipads.