

**CHURCHLANDS PRIMARY SCHOOL  
PARENTS AND CITIZENS' ASSOCIATION INC.  
MINUTES OF A GENERAL MEETING  
Tuesday 13 August 2019, 6:30pm, Staff Room**

**ATTENDANCE**

- Attendance record on file.

**1. WELCOME – VICE PRESIDENT (Rochelle Swan)**

**2. APOLOGIES**

- |                   |                      |
|-------------------|----------------------|
| • Natanael Costea | • Kate Willis        |
| • Kim Fraser      | • Benita Di Giovanni |
| • Gemma Taylor    | • Andrea Browning    |
| • Jemma Weidinger | • Anna Prosper       |

**3. CONFIRMATION OF THE MINUTES FROM PREVIOUS GENERAL MEETING**

*Resolution: That the minutes of the General Meeting of Churchlands Primary School P&C Association held on 25 June 2019 at 6:30pm be taken as a true and accurate record. Carried*

**4. CALL FOR OTHER BUSINESS FOR TONIGHT'S MEETING**

- Sustainability Initiatives in the Canteen
  - Three Environmental Officers, Micaela Buddle, Ryley Barbita and Charlie Shepherd, presented their research, on behalf of the Environmental Team, on using more environmentally friendly containers and utensils in the canteen. When undertaking their research, the Environmental Officers took into consideration the cost implications and the visual appeal of the containers and utensils.
  - The Environmental Officers found alternatives for some of the single-use items used in the canteen and presented their findings to Sheree Samsa (Sustainability Coordinator), Kim Fraser and Anna Prosper.
  - The alternatives that were trialled at the canteen were biodegradable clamshells made of reclaimed sugarcane which were to be used instead of alfoil containers, cardboard bowls for soup instead of disposable coffee cups that were plastic lined, paper straws instead of plastic straws and bamboo forks instead of plastic forks.
  - Based on the results of the trial, the canteen has adopted the use of paper straws, cardboard bowls and bamboo forks.
  - The biodegradable clamshells were not suited to the needs of the canteen as they could not withstand the oven temperatures for reheating of the hot food and the food tended to get stuck to the container, making the food less appealing to the students.
  - The canteen is also trialling the use of re-usable cups for Milo. The Canteen Committee will see whether the cups are returned to the canteen after students have finished their drink.
  - Special thanks to Micaela, Ryley and Charlie for attending the P&C meeting and giving a presentation on the sustainability initiatives that have been implemented at the canteen.
- Change to the P&C General Meeting Time

**5. BUSINESS ARISING FROM THE PREVIOUS MEETINGS**

**5.1 Rainbow Lapathon**

- Everything is going to plan for the first Rainbow Lapathon at Churchlands Primary School.

- A video of other colour run events was shown at last Friday's assembly so that the students could get an idea of what to expect with the Rainbow Lapathon and this has helped to build up the anticipation and excitement of the students.
- There is still a need for more parent volunteers to help with setting up, course marshalling, manning the colour stations and creating the water obstacles.
- There are five sponsors of the Rainbow Lapathon, which are Bankwest, Abel Property, Plus Fitness, Designfit Interiors and State Swim.
- In addition, The Bicycle Entrepreneur (TBE) Osborne Park has generously donated \$150 towards the major prize for the Rainbow Lapathon Raffle. The P&C has contributed an additional \$150, which means that the first prize will be a \$300 voucher at TBE Osborne Park.

### **5.2 P&C Social Event – Big Night Out**

- Posters with the details of the "Big Night Out" event have been placed around the school.
- Flyers advertising the event were handed out last week.
- To date, three out of 15 tables have been sold.
- The organising committee has received 25 items for the silent auction that will be held on the night.
- Cases of wine have also been donated for the wine wall, which will be used as raffle prizes on the night.
- The event will be held at the Wembley Community Centre and the cost of the venue is \$237.50.
- A deposit has also been paid to the quiz company.
- An Approved Manager and seven other people with a Responsible Service of Alcohol certificate have kindly agreed to help run the bar on the night of the event.
- Thanks to Rebecca Brown for all the work that she has done so far in planning this event.

### **5.3 Book Fair – decorating budget**

- Each year, Scholastic chooses a theme for the book fair, and in previous years, the Scholastic Coordinators have used their own funds to buy decorations for the book fair to match the theme.
- This year, the Scholastic Coordinators would like a small budget to purchase decorations for the book fair.

*Resolution: That the Churchlands Primary School P&C will approve a budget of \$100 for the book fair decorations. Carried*

## **6. CORRESPONDENCE IN/OUT (Karen Ariyaratnam)**

- Bank statements.
- Deposit book for the canteen.
- 2019 P&C Constitution Information Pack.
- WACSSO Certificate of Membership 1/7/19 – 30/6/20.

## **7. PRESIDENT'S REPORT (Rochelle Swan)**

- See attached report.
- Highlights include:
  - The P&C donation of \$10,000 for the new electronic sign has been given to the school.
  - At the last P&C meeting, we voted to donate \$22,850 to the school for other resources, which included new bikes for the ECE area, sandpit toys for the junior playground, new maths resources and new faction tents. Kim Fraser is currently working with the staff to collate the order for these resources. An update will be provided when these resources have been purchased.

- Thanks to the school community for collecting the Woolworths Earn and Learn stickers. We received a record number of stickers. We redeemed 19,620 stickers to order STEM resources, including robotic mats, STEM books and coding/critical thinking games. We were also able to donate 5,000 stickers to the Sir David Brand School in Coolbinia, which is a small school that cares for students with disabilities. The staff at Sir David Brand School were very grateful for our support.
- The new P&C Constitution has been released by the Western Australian Council of State School Organisations (WACSSO) and we will be adopting the new Constitution at tonight's meeting.

#### **8. TREASURER'S REPORT (Catherine Tonkin)**

- See attached report.
- Highlights include:
  - The cash balance in the P&C Main Account is \$36,214. However, of this total, \$22,850 has been committed to the school for the purchase of resources, \$4,836 is allocated to the DUCKs and \$3,135 is allocated to netball. Therefore, only \$5,393 is available for P&C use in the P&C Main Account.
  - The main payment from the P&C Main Account last month was the donation of \$10,000 to the school for the electronic sign.
  - The cash balance in the Uniform Shop Account is \$12,543.

#### **9. PRINCIPAL'S REPORT (Rochelle Swan for Kim Fraser)**

- See attached report.
- Highlights include:
  - Thanks to the P&C for the generous donation of funds to purchase extra resources.
  - The number of kindy enrolments has increased. The format of the kindy inductions will change, as new kindy students will have the chance to spend time in the kindy room to help them familiarise themselves with the area and meet other kindy students.
  - The school will undertake a Public School Review self-assessment in Term 1 of 2020.
  - The Department of Education presented a School Board Training session at the last School Board meeting held on 5 August.
- Members of the P&C would like to seek clarification from the school and the School Board as to whether there will be split classes again next year and the school's assessment on whether the system was a success this year.
- A P&C member would like to know whether the new faction tents will be available for the athletics carnival in Week 6.
- A new contractor for the creative play space has been appointed and an agreement is in place.

#### **10. UNIFORM SHOP REPORT (Meike Chang)**

- See attached report.
- Highlights include:
  - There will be extra opening times in Term 4 for new families and pre-primary families.
  - The uniform shop will be open from 9am to 11am on Friday 31 January 2020, prior to the commencement of Term 1 2020.
  - Noriko Suizo will be taking on the role of uniform shop manager in 2020. Noriko has been working with Meike throughout the year and has become familiar with the tasks undertaken by the Uniform Manager.
  - New volunteers are needed to help in the uniform shop for one hour, once or twice a term.
  - A targeted email asking for uniform shop volunteers will be sent to the school community.

## **11. CANTEEN REPORT (Philippa de Morton)**

- See attached report.
- Highlights include:
  - There are still vacancies for the canteen roster in Term 3. An email requesting for volunteers was quite successful with four new volunteers signing up.
  - The MasterChef winners were announced at the last assembly, with the winner of the senior category being Daniel Swan and the winner of the junior category being Hunter Hodgson.
  - The canteen will offer a lunch special on the day of the athletics carnival (Wednesday 28 August).
  - A new commercial upright freezer is required for the canteen and approval is being sought from the P&C to purchase the freezer.
  - Rochelle Swan and Narelle Murray have put together a Canteen Welcome Kit for new volunteers. The welcome kit provides information about the canteen and an overview of what is expected.

*Resolution: That the Churchlands Primary School P&C will approve a budget of up to \$3,000 for a new commercial freezer to be purchased for the canteen. Carried*

## **12. FATHERING PROJECT REPORT (Matt Rainbow)**

- See attached report.
- Highlights include:
  - The DUCKs Committee has organised a Clip and Climb Event for dads and kids and this will be held on Sunday 25 August 2019 at Clip n' Climb Joondalup.
  - The DUCKs will be subsidising the cost of the entry fee, making the entry fee \$6 per person.
  - There is the option of hosting up to 30 people at each of the two sessions which will be held at 12:30pm and 1:30pm.
  - Attendees will be asked to bring the correct change and will be given a nominated time slot.
  - The DUCKs Annual Camp Out will be held on 16-17 November and the Rotary Club has been booked to cook a breakfast BBQ on the Sunday morning.

### **12.1 DUCKs Bunnings Sausage Sizzle**

- The DUCKs Bunnings Sausage Sizzle will be held on Saturday 31 August 2019.
- So far, 10 dads have volunteered to help with the sausage sizzle. It would be good to get an additional five volunteers to help with the sausage sizzle.

## **13. NETBALL REPORT (Catherine Tonkin for Madonna Kemp)**

- See attached report.
- Highlights include:
  - The winter netball season is nearly complete, now with only three more games left.
  - The last Netball Committee meeting was held last week and the committee discussed how to spend some of the netball funds. Trophies will be purchased and \$10/player will go towards the team windups. The committee also discussed plans for next year, but there is uncertainty about whether any of the current committee members will continue on the committee in 2020. At this stage, there is no Netball Coordinator in place for next year.
  - Spring Netball will commence in Term 4 and this is organised independently of the club.
  - A couple of our players will be trialling this week for the Perth Identification Player Program (PIPP), which is a talent identification program.

- There may be a couple of Year 6 teams that will participate in the upcoming Multicultural Netball Carnival being held at the State Netball Centre on Friday 30 August.

## **14. GENERAL BUSINESS**

### **14.1 New P&C Constitution**

- The Executive Committee held a meeting on 8 August 2019 to read through the 2019 P&C Constitution.
- The Constitution was drafted by WACSSO and no changes can be made to the Constitution.
- The revised Constitution meets new legislative requirements and defines the roles and responsibilities of P&C Executive positions. It also includes a dispute resolution process and new financial reporting requirements.
- The quorum for a large school is eight financial members, and the Principal can be counted in the quorum.

*Resolution: That any previous constitution is hereby rescinded and that the Parents and Citizens' Association constitution dated January 2019 provided by the WA Council of State School Organisations be adopted as the constitution of the Churchlands Primary School Parents and Citizens' Association Inc. Carried*

*Resolution: That the members of the Churchlands Primary School Parents and Citizens' Association Inc. hereby authorise the Secretary (or person acting in that capacity) of the WA Council of State School Organisations to lodge the constitution (dated January 2019) with the Department of Mines, Industry Regulation and Safety the provisions of the Association Incorporation Act 2015. Carried*

- The minutes of the Executive Meeting held on 8 August 2019, where the new P&C Constitution was read out and discussed, were tabled.

*Resolution: That the minutes of the Executive Meeting of Churchlands Primary School P&C Association held on 8 August 2019 at 7:00pm be taken as a true and accurate record. Carried*

- There was a discussion on whether to change the date of our financial year so that it is 1 January to 31 December, instead of 1 September to 31 August. The issue with having the financial year being 1 September to 31 August, is that the Treasurer is reporting on data that they were not responsible for collecting, as the new Treasurer usually only takes on the role at the beginning of the year.

*Resolution: That the end of the financial year of the Churchlands Primary School Parents and Citizens' Association Inc. be changed from 31 August to 31 December. Carried*

*Resolution: That the Annual General Meeting of the Churchlands Primary School Parents and Citizens' Association Inc. be changed from November to February. Carried*

### **14.2 Wembley Downs District Fair**

- Rochelle Swan will meet with the pre-primary class representatives to discuss the stall that Churchlands Primary School will hold at the Wembley Downs District Fair.
- The pre-primary group might look at the option of running a second hand toy stall.
- Rochelle Swan is currently completing the paperwork that needs to be submitted to enable us to hold a stall at the Wembley Downs District Fair.

#### **14.3 P&C General Meeting Time**

- The number of people attending the P&C general meeting has been low and there is the possibility that the currently proposed time of 6:30pm is not convenient for people.
- It was suggested that 7:00pm might be a more suitable time for people.

*Resolution: That the Churchlands Primary School Parents and Citizens' Association Inc. trial a General Meeting time of 7:00pm. Carried*

**15. NEXT MEETING DATE:** Tuesday 17 September 2019, 7:00pm, Staff Room

**MEETING CLOSED: 8:10pm**

# Agenda & Minutes of Special General Meeting

P&C Name: Churchlands Primary School Parents and Citizens' Association Inc.

Meeting Date: 13.8.2019

Quorum: Is there a quorum present?

Note: Quorum is 10 financial members (5 if less than 100 students at the school).  
The meeting cannot go ahead unless there is a quorum.

Number of financial members present is 10

Meeting Opened: 6.10pm (enter meeting start time)

## General Business

(Both Special Resolutions below must be carried by a 3/4 majority of financial members in attendance)

1. Please read out:

"That any previous constitution is hereby rescinded and that the Parents and Citizens' Association constitution dated January 2019 provided by the WA Council of State School Organisations be adopted as the constitution of the

Churchlands Primary School Parents and Citizens' Association Inc".

Seconded Yes  or No

Carried  or Lost

2. Please read out:

"That the members of the Churchlands Primary School Parents and Citizens' Association Inc. hereby authorise the Secretary (or person acting in that capacity) of the WA Council of State School Organisations to lodge the constitution (dated January 2019) with the Department of Mines, Industry Regulation and Safety the provisions of the Associations Incorporation Act 2015."

Seconded Yes  or No

Carried  or Lost

Meeting Closed: 8.10pm (enter finish time)

Date of next meeting: 17.9.2019

Signed by:

Rohan

Vice  
(President)

## President's Report

Tuesday 13 August 2019

I hope you all had a restful and enjoyable holiday and have returned to school ready for what is going to be a very busy term! The P&C have been working hard behind the scenes organising a fabulous line up of events for this semester. Our P&C President, Natanael is busy himself working in Europe, however he will be back in time for the P&C's inaugural Rainbow Lapathon, which is set to be a very colourful event!

We had a full agenda at our final P&C meeting for Term 2, where we discussed and voted on many important financial decisions. I am pleased to inform you the P&C executive has organised the donation of \$10,000 to the school as voted on to purchase in partnership the new electronic sign.

Kim is working with the staff to collate the orders for the other resources we pledged to fund for a further \$22,000. These included; new bikes for the ECE area, sandpit toys for the junior playground, new maths resources, new faction tents and many more. We will keep you informed about these purchases as they are made.

Thank you to our whole community for getting behind the Woolworths Earn and Learn program for 2019. We received a record number of stickers! We redeemed 19,620 stickers and ordered some fantastic STEM resources for our school, including robotics mats, STEM books and coding/critical thinking games. These new resources will arrive in term 4.

The P&C were also able to support a much smaller school by donating 5000 stickers to Sir David Brand school in Coolbinia. This school cares for 45 students aged 4 to 18 with severe disabilities. Our donation has made a big impact for these students and the staff at Sir David Brand School greatly appreciated our support.

Our new constitution is here! This is the first major update to the P&C constitution since 2001 and there have been over 60 changes made. This brings the constitution inline with the Associations Incorporations Act 2015 and recommendations from WACSSO. We will be discussing and formally adopting the new P&C Constitution tonight.

Finally, don't forget to read your Chatter and School Newsletter to stay up to date with all the amazing events and opportunities our school has on offer this term – you don't want to miss out!

## Churchlands Primary School P&C

# Treasurer's Report – 31st July 2019

### Cash Balance

	17 June 2019	31 July 2019	Movement
P&C Main Account	\$44,161	\$36,214	(\$7,947)
Uniform Shop Account	\$9,534	\$12,543	\$3,009
Cash Balance	\$53,695	\$48,757	\$(4,938)

Total cash decreased by \$4,938 from mid June to the end of July 2019.

### Receipts

Receipts from mid June to end July 2019 comprised of –

Main Account	
Netball Cake Stall	\$ 522
Sponsorship Funds for Rainbow Lapathon	\$ 963

Uniform Shop Account	
Uniform Sales	\$2,934

### Payments

Payments from mid June to end July 2019 comprised of –

Main Account	
CPS – Electronic Signage	\$10,000
Rainbow Lapathon	\$ 984

Uniform Shop Account	
Uniform Stock	\$ 0

### Netball Funds

Funds available @ 31 <sup>st</sup> July 2019	\$3,135
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### DUCKS Funds

Funds available @ 31 <sup>st</sup> July 2019	\$4,836
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**Churchlands Primary School P&C**  
**P&C Main Account**  
**31st July 2019**

Annual Cashflow -	Account Code	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Totals
<b>Receipts:</b>									
P&C Contribution	4-1010	-	2,360	1,200	400	24,320	200	200	28,680
P&C Memberships	4-2000	-	-	-	14	-	8	-	22
Welcome Picnic	4-3012	-	1,560	-	-	-	-	-	1,560
Cake Stalls	4-3020	-	-	-	560	839	-	-	1,399
Lapathon	4-3025	-	-	-	-	-	-	963	963
Netball Registration	4-3026	-	3,500	7,525	875	-	-	-	11,901
Netball Match Fees Refund	4-3027	-	-	-	-	-	85	-	85
Netball Cake Stall	4-3028	-	-	-	-	-	522	-	522
Easter Raffle	4-3035	-	-	355	2,341	-	-	-	2,696
Sausage sizzles	4-3085	-	-	-	-	3,165	-	-	3,165
FDMSA Payment	4-4028	-	10,054	1,844	858	5,023	1,552	1,788	21,119
Movie Event	4-4031	-	-	-	-	1,280	1,330	-	2,610
Social Event	4-5016	-	-	-	-	-	-	-	-
Donations to P&C	4-7500	100	-	-	-	152	-	-	252
<b>Total Receipts</b>		<b>100</b>	<b>17,474</b>	<b>10,925</b>	<b>5,047</b>	<b>34,779</b>	<b>3,697</b>	<b>2,951</b>	<b>74,973</b>

<b>Payments:</b>									
Churchlands Primary School - Donations	6-1300	-	-	-	1,250	-	700	-	1,950
Creative Play Space	6-1323	-	-	-	-	30,000	-	-	30,000
Electronic Signage	6-1324	-	-	-	-	-	-	10,000	-
Welcome Picnic	6-1350	-	2,596	-	-	-	-	-	2,596
CBA Merchant Fee	6-1364	36	35	47	39	58	40	40	294
FDMSA Fee	6-1365	72	52	-	69	79	102	64	438
Transfer Uniform Shop Eftpos Sales	6-1367	-	10,054	2,077	858	5,023	1,256	1,644	20,912
Lapathon	6-1450	-	-	-	-	-	-	984	984
Netball Fees	6-1465	-	-	-	9,552	-	-	50	9,602
Netball Expenses	6-1466	-	-	-	178	175	-	-	353
Sausage sizzles	6-1550	-	-	-	-	559	-	-	559
Social Event - Quiz Night	6-1662	-	-	-	-	-	228	-	228
Miscellaneous	6-1700	-	-	1,438	27	-	-	-	1,464
ANZAC Expenses	6-1810	-	-	-	105	-	-	-	105
WACSSO Membership	6-2300	-	-	-	-	-	1,049	-	1,049
Administration expenses	Jun-00	-	-	-	210	29	-	-	-
Movie Event	6-3004	-	-	-	-	1,300	-	-	1,300
<b>Total Payments</b>		<b>108</b>	<b>12,737</b>	<b>3,561</b>	<b>12,287</b>	<b>37,224</b>	<b>3,375</b>	<b>12,782</b>	<b>71,833</b>

Monthly Inflow (+)/Outflow (-)		(8)	4,737	7,363	(7,240)	(2,444)	322	(9,831)	3,139
Opening Cash Balance		43,314	43,307	48,044	55,407	48,168	45,723	46,045	
Closing Cash Balance		43,307	48,044	55,407	48,168	45,723	46,045	36,214	

**Bank Reconciliation**  
**Churchlands Primary School P&C**  
**P&C Main Account 31/07/19**

		\$
<b>Opening Cash Account Balance</b>	<b>01-07-19</b>	<b>46,044</b>
Add: Receipts		2,951
Less: Payments		(12,782)
<b>Closing Cash Balance</b>	<b>31-07-19</b>	<b>36,213 A</b>
<b>Closing Balance of Bank Account</b>	<b>31-07-19 (as per bank statement)</b>	<b>36,213</b>
Add: Receipts not banked (refer detailed listing below)		0
Less: Cheques written but not presented (refer detailed listing below)		0
		<b>36,213 B</b>
	Difference (A-B)	<u>0</u> Note: 'A' must equal 'B'

**Churchlands P&C Uniform Shop Actuals 2019**  
**Uniform Shop Account**  
**31st July 2019**

Annual Cashflow -	Account Code	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Totals
<b>Receipts:</b>									
Cash Sales	4-5001		2,020	545	260	430	20	430	3,705
OOB / Quickclick Uniform	4-5002		4,787	8,545	539	2,527	545	251	17,193
Eftpos Sales	4-5005		10,085	1,844	858	5,023	1,256	1,644	20,710
<b>Total Receipts</b>		-	<b>16,891</b>	<b>10,934</b>	<b>1,657</b>	<b>7,980</b>	<b>1,821</b>	<b>2,325</b>	<b>41,608</b>

<b>Payments:</b>									
Shops for Shops	6-2101	-	-	132	-	-	-	-	132
Perm a Pleat	6-2102	-	-	2,020	-	-	-	-	2,020
School Products Australia	6-2107	-	-	353	-	-	-	-	353
Spartan	6-2109		966	2,114	2,872	1,136	514	-	7,602
PMM / Wanneroo Uniforms	6-2090		9,747	7,996	-	3,331	2,290	-	23,364
<b>Total Payments</b>		-	<b>10,714</b>	<b>12,614</b>	<b>2,872</b>	<b>4,467</b>	<b>2,804</b>	-	<b>33,470</b>

Monthly Inflow (+)/Outflow (-)		-	6,178	(1,680)	(1,215)	3,512	(983)	2,325	8,138
Opening Cash Balance		4,405	4,405	10,583	8,903	7,689	11,201	10,218	
Closing Cash Balance		4,405	10,583	8,903	7,689	11,201	10,218	12,543	

**Bank Reconciliation**  
**Churchlands Primary School P&C**  
**P&C Uniform Shop Account 31/07/19**

		\$
Opening Cash Account Balance	<u>01-07-19</u>	10,218
Add: Receipts		2,325
Less: Payments		0
Closing Cash Balance	<u>31-07-19</u>	12,543 A
Closing Balance of Bank Account	<u>31-07-19 (as per bank statement)</u>	12,543
Add: Receipts not banked (refer detailed listing below)		0
Less: Cheques written but not presented (refer detailed listing below)		0
		<u>12,543 B</u>
	Difference (A-B)	<u>0</u> Note: 'A' must equal 'B'



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## PRINCIPAL'S REPORT P & C MEETING 13 August 2019

**A huge thank** you to the P & C from all the staff, for their very generous donation of funds to purchase extra resources. The teams are in the process of gaining prices on resources. The early childhood has ordered some new trikes along with other teams ordering various items. We will keep the P & C and the community updated as we receive new resources.

We have increased **kindy enrolments for 2020** which is fantastic! We have changed the format for induction this year to include the new kindy students spending some time in the kindy room and area in Term 4 to support them getting to know the area and make new friends in readiness for 2020. Parents will have the opportunity to meet the teachers, School Board members, P & C and new parents over three sessions.

We are in the process of developing our **student numbers for 2020** which need to be in to the Department so we can begin our 2020 planning. We would appreciate it if the P & C could support us in getting the message out to parents to let us know if they are intending on moving in 2020.

**School Board Nominations** will close Friday 9 August. This is a fantastic opportunity for parents to be part of supporting the school's directions. The diverse and rich skills and knowledge that members bring to the Board is invaluable in supporting CPS growth in all aspects of teaching, learning and community engagement.

We have our school self-assessment **Public School Review** in Term 1 2020. The School Board and P & C President and Vice will be invited to be part of this review. The overarching purpose of the public school review process is for schools to achieve a balance between accountability and improvement. The review process provides assurance to the Minister, Director General and our communities about the performance of public schools.

### School Board Meeting 5 August 2019

This meeting was a School Board Training session presented by the Department. It provided an overview of the roles and responsibilities of the School Board. The training greatly supports members understanding of the many facets of being an effective Board. We had a number of board members come from various schools in our network that comprised of Board members and school executive.

Kim Fraser Principal

13 August 2019

## **UNIFORM SHOP REPORT- August 2019**

Not too much to report, business as usual.

Working with school to organise extra opening times in term 4 for new families / pre-primary families.

Term 1 2020 commences on Monday 3<sup>rd</sup> of Feb so the uniform shop open day next year will be on Friday 31st of January from 9-11. Online orders placed over the school holidays can be collected at this time.

Noriko Suizo will take over as the uniform shop manager in 2020. We have already spent quite a lot of time together doing various handovers.

We are still looking for further volunteers to help out once or twice per term. Currently, all volunteers (except Noriko) have children in Years 5 and 6 so we are very keen to have some parents from the younger years.

## Canteen Report 13<sup>th</sup> August 2019

Current Canteen Account Balance      \$31,937.09

### Roster

The Roster for Term 3 is looking pretty good. Anna is away for two weeks in September so we will need extra support during this time.

We are still always keen for more volunteers so if you are interested in volunteering either pop in and see our canteen manager on a Wednesday, Thursday or Friday or alternatively email us at [churchlandscanteen@gmail.com](mailto:churchlandscanteen@gmail.com)

I will do a volunteer drive in the kindy / pre-primary years to try and get some new volunteers.

### Masterchef

The Masterchef winners were announced at the last assembly last term. Daniel Swan won the senior category with his chicken Mexican salad, and Hunter won the junior category with his chicken and noodle soup. The soup is on the menu this term and the salad will appear on the Term 4 menu.

### Sports Day

There is a canteen special being offered for the athletics carnival on Wednesday 28<sup>th</sup> August. There will be no normal lunch orders – preorder only.

### Going Green

The canteen has been making some changes to the single use items used to try and be more environmentally friendly. We now use paper straws and bamboo forks. We are trialling other materials too and working with the Mrs Samsa and the Year 5 environmental team.

### Finances

The canteen financial report for June and July is attached.

July	Monthly Summary		June	Monthly Summary	
<b>Total Deposits</b>		<b>4859.79</b>	<b>Total Deposits</b>		<b>8951.62</b>
<b>Totals Withdrawals</b>		<b>9050.78</b>	<b>Totals Withdrawals</b>		<b>9282.16</b>
<b>Nett movement</b>		<b>-4190.99</b>	<b>Nett movement</b>		<b>-330.54</b>
Deposits			Deposits		
	Daily Takings	1568.65		Daily Takings	2215.80
	OOC	3291.14		OOC	6735.82
Withdrawals			Withdrawals		
	Wages, PAYG & Super	1140.00		Wages, PAYG & Super	3523.36
	Petty cash	1092.65		Petty cash	584.05
	Insurance	0.00		Insurance	0.00
	Other	0.00		Other	1282.68
	Suppliers	1715.84		Suppliers	3892.07

## **Fathering Project Report – 13 August 2019**

### **Clip 'n Climb Event**

- Next event is a Dads and Kids event to be held at Clip 'n Climb on Sunday 25th August. As part of giving back from our fundraising, the DUCKs committee is offering the event at a discounted price.

### **Bunnings Sausage Sizzle Fundraiser**

- Each year we run a Sausage Sizzle at Bunnings Innaloo to raise money for the DUCKs (Churchlands PS Fathering Project) and the school. It is our largest fundraiser for the year. We are asking for dads to help by donating 1-2 hours of their time to help us man the BBQ.
- The Sausage Sizzle will be held on Saturday 31 August 2019 from 8am to 4.30pm.
- Rosters to be developed.
- If you can help please confirm to [churchlands.fathering@gmail.com](mailto:churchlands.fathering@gmail.com)

### **Annual Camp Out**

- Camp Out will be held on the school oval on 16 & 17 November 2019.
- Save the date posters are up at the school.

### **WhatsApp Group**

- If you would like to be kept up to date on DUCKs Fathering Project Activities, you can join our WhatsApp Group by contacting Hamish Buddle on (ph 0407273472).

### **DUCKs Committee Meeting**

- The next DUCKs Committee Meeting will be 7.30pm on Wednesday 21 August.

# CHURCHLANDS PRIMARY SCHOOL

## NETBALL CLUB

The following is a status report for the CPS Netball Club July 2019.

We are now coming to the end of great season with only 4 more games left for the season, that last games will be played on Friday 30<sup>th</sup> August and Saturday 31<sup>st</sup> August.

There is a final netball committee meeting to be held on Wednesday 7<sup>th</sup> August as which time we will be discussing and trying to finalise spending of some funds as outlined in the July report as well as trying to organise a way forward for next year.

Information has been sent out to team managers and coaches about the upcoming Spring Netball competition. This is not a club-based competition but previous years students from Churchlands have made up teams to enter the competition.

A couple of our players will be trialling this week for the Perth Identification Player Program (PIPP) which is a talent identification program being run by the Perth Netball Association, so we wish them good luck.

We are currently in the process of organising putting some teams together in the hope of the representing the school at the upcoming Multicultural Netball Carnival being held at the State Netball Centre on the 30<sup>th</sup> August.

**CHURCHLANDS PRIMARY SCHOOL  
PARENTS AND CITIZENS ASSOCIATION INC.  
MINUTES OF AN EXECUTIVE MEETING  
Thursday 8 August 2019, 7:10pm**

**IN ATTENDANCE:**

- Rochelle Swan, Hayley Sims, Philippa de Morton, Matt Rainbow, Gemma Taylor, Karen Ariyaratnam

**APOLOGIES:**

- Natanael Costea, Catherine Tonkin

**1. RULES OF THE MEETING**

- 1.1 Six members from the Executive Committee were present, which meets quorum.

**2. New Parents and Citizens' (P&C) Association Incorporated Constitution and Rules**

- 2.1 The new "Parents and Citizens' Association Incorporated Constitution and Rules" prepared by the Western Australian Council of State School Organisations (WACSSO) Incorporated was read out at the meeting.
- 2.2 For the purposes of adopting the new P&C Constitution, "Churchlands Primary School" will be inserted in the relevant places in the Constitution as the name of the Association. The commencement of the financial year will be inserted as "1 September".

**3. POINTS FOR CONSIDERATION**

- 3.1 There is the possibility of changing the financial year back to a calendar year (1 January to 31 December) so that the currently serving Treasurer has the responsibility of reporting on the finances that they were responsible for.
- 3.2 A copy of the P&C Constitution needs to be sent to members of the P&C. The Constitution should be emailed to members when they submit their membership form and a record that the document has been sent to new members should be kept on the Register of Members.
- 3.3 The Register of Members needs to include the name and email address of each member and the date that they became a member.

**ACTION: Karen Ariyaratnam to amend Register of Members to include the date of membership and a record that the Constitution has been sent to members.**

3.4 The P&C may consider using membership management software such as TidyHQ to manage membership, events, meetings, finances and other records.

**ACTION: Rochelle Swan to provide a copy of the Incorporations certificate to Karen Ariyaratnam to satisfy the requirements of Clause 16.4.**

3.5 The minutes of Executive Meetings need to be tabled at the next General Meeting and need to be ratified.

3.6 An Executive Meeting will need to be called prior to the Annual General Meeting (AGM) so that the Executive Committee can sign a solvency statement. This document will state that the annual financial statement has been examined and it will provide the Executive Committee's opinion on whether or not they will be able to meet the Association's debts and liabilities.

3.7 Clause 18.8 of the Constitution states that all monies raised by sub-committees are considered funds of the Association. The Terms of Reference of the sub-committees might be updated to reflect this clause.

3.8 The financial statement and reporting requirements under the Constitution have been amended and based on our P&C's total annual revenue, we are considered to be a Tier 2 Association. Therefore, we are not required to undertake an audit of our financial statements. However, a review of our financial statements will need to be undertaken.

3.9 To comply with the requirements of Clause 22.4, a new reviewer will need to be appointed to undertake the review of our financial statements. The need for an Honorary Reviewer should be raised at the next General Meeting.

3.10 The minutes of a General Meeting need to be circulated to the members as a confidential draft and are ratified at the next General Meeting. The minutes will then need to be signed and dated by the President.

**ACTION: Rochelle Swan to check with WACSSO whether the minutes of the General Meeting can be uploaded on the school website prior to the minutes being ratified.**

**ACTION: Karen Ariyaratnam to provide a hardcopy of the ratified minutes to the President so that they can be signed and dated.**

**4. MEETING CLOSED: 8:35pm**