

**CHURCHLANDS PRIMARY SCHOOL  
PARENTS AND CITIZENS' ASSOCIATION INC.  
MINUTES OF A GENERAL MEETING  
Tuesday 22 June 2021, 7:00pm, Library**

**ATTENDANCE**

- Attendance record on file.

**1. WELCOME – PRESIDENT (Thuy Acacio)**

**2. APOLOGIES**

- Jemma Weidinger
- Julianne Olson
- Norkio Suizu
- Benita Di Giovanni
- Kate Willis
- Wendy McMahon
- Bianca Sussovich
- Natalie Britz

**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 11 May 2021 at 7:00pm be taken as a true and accurate record. Carried*

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

- Philippa advised the canteen stovetop has cracked

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

**5.1 P&C aims (Thuy Acacio)**

The Executive team has created a narrative around the aims of the P&C. Discussion around the aims to align with P&C Constitution. This will be reviewed by Thuy.

**5.1.1 Wembley Downs Fair**

This event requires a lot of time from volunteers. After discussion around the effort's vs benefit of event, this year it was decided not to setup a stall. The option will be explored next year with new ideas for use of stall.

**5.2 Frog Pond Project Update (Kim Fraser)**

Frog pond is progressing, as the area has been cleared. The costings are around \$8,000 and the school is hoping for donations from the community. Melinda Cockerill is looking for an indigenous artist for a mural near the area.

**5.3 Wish list update**

Creative play area – The school is obtaining quotes for the draft plans. These ideas came from the students and focus group. The overall draft plan has been priced above \$50k. One contractor will provide a plan, which will allow the space to be added onto in future years. A decision will be made next week by the focus group for the scope and way forward.

**5.4 Cake stall summary (Ellie Shaw)**

No update

### **5.5 P&C Voluntary Contribution - update**

A reminder letter will be sent out to parents who have not paid their voluntary contribution. This will be printed and the classroom teacher will handout to students in Term 3. This year only 58% have paid for their contribution. We are well below the average, as the past averages are around 65% - 70%.

### **6. CORRESPONDENCE IN/OUT (Diane Calligaro)**

#### **Incoming**

- Bank statements

### **7. PRESIDENT'S REPORT (Thuy Acacio)**

- See attached President's Report.

### **8. TREASURER'S REPORT (Hazel Chin)**

- See attached report.
- Highlights include:
  - The year 3 cake stall on 11<sup>th</sup> June made \$565

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

- See attached report.
- Highlights include:
  - Success Keen2Steam – This was a very successful event hosted by Dr. Webber from the CSIRO. It was a competition for students from Churchlands, Woodlands and Wembley Primary. Teams comprised of year 3/4 up and year 5/6, were given a task on how to eradicate cane toads. Wembley Primary won the competition.
  - This event aligns well with the mantra by the school of “the impact of global citizens on environment”.

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

- See attached report.
- Highlights include:
  - Superannuation will increase to 10% next financial year.
  - Anna said the stove top cracked again. This happened about 3 years ago and was replaced under warranty.
  - It is a possibility funds will need to be approved by the P&C to replace.

### **11. UNIFORM SHOP REPORT (Noriko Suizu)**

- See attached report.

### **12. FATHERING PROJECT REPORT (Brent Hedley)**

- See attached report.
- Highlights include:
  - The past volunteer day at the therapeutic riding centre was an excellent event. There were 15 adults and 25 kids in attendance. Once all the jobs were completed by the kids then they could feed, pet horses.

### **13. NETBALL REPORT (Jessica Vanson)**

- No report

## **14. GENERAL BUSINESS**

### **14.1 Scholastic Book Fair – proposal to spend \$100 on decorations**

- Silvia Koh will organise the funds to be spent on decorations for the Scholastic Book Fair.
- *Resolution: That the Churchlands Primary School P&C Association Inc. will spend up to \$100 on decorations for the Scholastic Book Fair. Carried.*

### **14.2 Event update (Thuy Acacio)**

- The Lapathon is early in term 3. Therefore, the forms need to be sent out this term for students to get their sponsorship. Thuy/Nidhi will touch base with Wendy to get this done. Hazel will set up on the Qkr app. A Chatter will go out next week. There is a possibility to combine and run all year groups on same day. Kim will check with Mr Marshall.
- The Disco for term 3 will be removed from the calendar. This has been decided because of the number of events during the term.
- The parent social night has remained on the calendar. The Year 4 group to organise this event. Thuy/Nidhi to liaise with Wendy to get this started.

### **14.3 Fundraisers – mangoes and Levi's Eggs (Thuy Acacio)**

- Mangoes fundraiser will continue. The community likes to support this fundraiser and a lot of positive feedback was received about this fundraiser.
- A decision was made not to continue with Levi's eggs, as it becomes too much fundraising and losing focus on the aims of the P&C.

### **14.4 Communication update (Thuy Acacio)**

- Chatter went out over Skoolbag and this was very successful.
- Scholastics will send the 2<sup>nd</sup> offering a term, with an online catalogue over Skoolbag. The 1<sup>st</sup> offering will remain a hard copy.

### **14.5 Graduation committee update (Rebecca Brown)**

- Graduation committee meeting was held and progress going along.

### **14.6 Teacher award nominations (Thuy Acacio)**

- Nominations for the WA Education Awards from the community are being accepted. Wendy McMahon will be coordinating.

**15. NEXT MEETING DATE:** Tuesday 10<sup>th</sup> August 2021, 7:00pm, Library

**MEETING CLOSED: 20:22**

## P & C President's Report - June 2021

The P&C now has a fully operational Executive team and had our first meeting last week to progress discussions on a few unresolved items from recent meetings.

### P&C purpose

At the meeting in May, we discussed the need for clarity on the purpose and values of the P&C. The intent of this is to create a framework for our decision-making to ensure P&C activities are aligned with our purpose, and it becomes the guiding principles for all discussions and reinforced through our communications.

As an Executive team, we went through a process to brainstorm keywords that we felt were strongly linked to the P&C role, and then narrowed it down through voting. The keywords are highlighted below, with a narrative formed around each one. Please consider the below and provide your feedback at the meeting, all suggestions are encouraged and welcome.

*The Churchlands Primary School P&C aims to:*

- *strengthen **community connections** and **belonging** through events and special projects*
- *provide **supportive** opportunities to address school and educational matters*
- ***contribute funds** to resources and experiences which benefit students*

Once we have agreement on this, the next stage is to refresh the P&C page on the school website with updated and relevant information for the school community.

### P&C events

As with previous years, it starts to get very busy in the second half of the school year, and the Executive team felt there was an opportunity to alleviate some of the unnecessary stress. We have reviewed the events calendar for this year and are proposing to:

- reduce the number of events in 2021
- no new fundraisers or events to be added
- push the parent social event scheduled for Term 4 into Term 1 2022 - still run by this year's Year 4 cohort, with the planning to be done this year

A couple of items for consideration:

- The Wembley Downs Fair is still TBC - we haven't come up with any new ideas to utilise the free stall and will need to make a decision soon on this one
- Small fundraisers like the mangoes and Levi's Eggs have been running for a few years – is there any interest or commitment to continue? Are these still providing value?

### P&C contributions

The voluntary P&C contributions provide valuable funds for school equipment and resources, however only 58% of families have made the payment this year. Our aim is to encourage more families to make their contributions, which will offset the emphasis on events and fundraising activities. Our P&C comms and events reps will be discussing some ideas to achieve this.

If you have an interest in any of these items, please come along to the P&C meeting to be part of the conversation.

Thuy Acacio

## Canteen Report 22<sup>nd</sup> June 2021

Current Canteen Account Balance 10<sup>th</sup> June 2021 is \$58,040.77

### Volunteers

The latest volunteer drive was successful with 6 new volunteers signing up. Thankyou to the Class Reps and Bec Brown for getting the message out there.

### Winter Menu

The new soup on the winter menu has been super popular. Pies were slow to start but have built up as people remember how good Anna's homemade pies are.

### Finances

The canteen financial report for May is attached.

May	Monthly Summary	
<b>Total Deposits</b>		<b>11088.54</b>
<b>Totals Withdrawals</b>		<b>7590.10</b>
<b>Nett movement</b>		<b>3498.44</b>
Deposits		
	Daily Takings	1786.00
	QuickCliq	9302.54
	Stimulis	
Withdrawals		
	Wages, PAYG & Super	4895.66
	Petty cash	1300.24
	Insurance	0.00
	Other	180.29
	Suppliers	1213.91

## **Ducks Report**

Last Meeting:	Monday, 7 June 2021
Attendees:	Matt Rainbow, Brent Hedley, Luke Vanson
Apologies	Hamish Buddle, Daniel Romano, Lex Brickland

### **Discussion:**

#### **Claremont Therapeutic Riding Centre volunteering event**

- Event promotion, participation numbers
- Event logistics
- DUCK committee member roles

#### **Calendar of events 2021**

- Claremont Therapeutic Riding Centre volunteering event – Sun 20<sup>th</sup> June
- Bunning sausage sizzle fundraiser – Sat 4<sup>th</sup> Sept
- Constable Care bicycle safety course – September holidays (PP- Year 3)
- Camp out (final event) – Sat 13<sup>th</sup> / Sun 14<sup>th</sup> Nov

#### **Unscheduled events 2021**

- Fathers Golf Day – TBC
- Paper plane competition – TBC

#### **Informal events 2021**

- Discussion: Dads social event, beach fishing, WAFL game

#### **Communications**

- Utilisation of DUCKs WhatsApp messaging platform
- Update email contacts

Next Meeting:	Mon 19th July 2021
Agenda items	<ul style="list-style-type: none"><li>• Claremont Therapeutic Riding Centre volunteering event</li><li>• Bunning sausage sizzle fundraiser</li><li>• Constable Care bicycle safety course</li></ul>



# Churchlands *Primary School*

## Principals Report P & C

We have had our second **creative play focus group** meeting and have begun a draft plan. We have sent out via the last newsletter, an overview of the project and various photos that provide some draft ideas taken from the children's input and the teams' ideas as well. We have requested quotes from three reputable creative play designers who are in the process of organising a time to meet and provide us with rough costings. All have projected a cost of ~ \$50 000 to provide what we have envisioned. However, there is opportunity to do things in stages which provides the time to fundraise etc. Once we have received the quotes and ideas, we will present to the P & C and community for their feedback.

Learning area committees have begun to purchase extra resources with the extra financial support from the P & C. The children are enjoying the new STEAM/Coding items!

The **Environmental Officers** were involved in the Stirling Council tree planting program on Mountainbell verge last week. The students worked with the Stirling Council horticulture team who showed them how to plant and look after the trees. We have also been so lucky to have a **Bunnings team** install a small frog pond near room 1 at no cost. The children will gain a lot of insight into what a frog environment looks like. The **large frog pond** at the side of the library will begin soon, we will keep you posted on the project as it moves along. All this could not have happened without the huge amount of time and effort of Sheree Samsa!

We are experiencing low numbers for 2022 Kindy due to number of factors – demographics have altered due to COVID with families returning to their home states or country, limited rentals and houses for sale in our catchment area. We would greatly appreciate the community spreading the information to new potential families with Kindy children, to enrol their child for Kindergarten by **Friday 23 July**.

Summary of key items discussed in this **School Board Meeting 15.6.21**:

1. Car park - update
2. Communications plan and strategy
3. New board member
4. Comprehensive P&C report.

Kim Fraser

22.6.2021

## Churchlands Primary School P&C

# Treasurer's Report – 12<sup>th</sup> June 2021

### Cash Balance

	1 <sup>st</sup> May 2021	12 <sup>th</sup> April 2021	Movement
P&C Main Account	\$53,197.64	\$43,154.40	-\$10,043.24
Uniform Shop Account	\$20,893.41	\$22,970.89	\$2,077.48
Cash Balance	\$74,091.05	\$66,125.29	-\$7,965.76

### Receipts

Receipts from to 1<sup>st</sup> of May to 12th of June 2021 comprised of -

<b>Main Account</b>	
P&C Contribution	\$100.00
Membership	\$16.00
Cake Stalls	\$532.50

<b>Uniform Shop Account</b>	
Uniform Sales – Online canteen	\$260.63
Uniform Sales – Square Reader	\$3,055.59
Uniform Sales - Cash	\$ 330.00

### Payments

Payments from 1<sup>st</sup> of May to 12th June 2021 comprised of –

<b>Main Account</b>	
Merchant Fee	\$70.20
Lapathon Prizes	\$300.00
Netball Fee and Expenses	\$672.83
2021 School Resources	\$10,000.00
Coffee Fundraising Expenses	\$60.00

<b>Uniform Shop Account</b>	
Uniform Stock	\$ 1,568.74

### Netball Funds

Funds available @ 12 <sup>th</sup> June 2021	\$4,692.99
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### DUCKS Funds

Funds available @ 12 <sup>th</sup> June 2021	\$5,073.57
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## **Uniform Shop Report**

Tuesday 15 June

### Please look after your uniforms

Please check your child's hat that s/he hasn't taken the classmate's one by accident. There's been too many hats going missing! Jumpers are starting to go missing too & accumulate in the lost property (we don't manage that). The P&C don't make profit off selling more hats or jumpers! Please make sure you look after your valuable uniforms by writing your child's name

### Please return: Churchlands PS - Borrow & Reuse Boomerang Bags

These handmade reusable bags are donated by local volunteer sewers & designed to be reused at the Uniform Shop. There should be 200+ in circulation yet we only have a handful at the Uniform Shop. If it's sitting in your linen cupboard forgotten, please return to the Uniform Shop (there's a return box near the door of the Uniform Shop). If you'd like to keep it, donation of \$5 to the P&C is appreciated.

### Rain Jackets

There's been some requests for navy rain jacket which is offered to our students every two years as it's not a regular stocked compulsory item & they need to be pre-ordered upon request. There are limited sizes still available, but I will not be ordering new stocks this year.

### Secondhand Uniforms - lots available

There are plenty of second hand items for sale for \$5. Please feel free to browse on Tuesday morning shop days.

### Volunteers - still needed

We are still looking for more volunteers to add to our rosters as our more regular volunteers are returning to work.

Please contact me if you'd like to help out on any term Tuesday mornings 8:15-9.