

**CHURCHLANDS PRIMARY SCHOOL  
PARENTS AND CITIZENS' ASSOCIATION INC.  
MINUTES OF A GENERAL MEETING  
Tuesday 17 May 2022, 7:00pm, Library**

**ATTENDANCE**

- Attendance record on file.

- **WELCOME – PRESIDENT (Thuy Acacio)**

- **APOLOGIES**

- Gemma Weidinger
- Kim Fraser

- **CONFIRMATION OF THE MINUTES FROM PREVIOUS ANNUAL GENERAL MEETING**

*Resolution: That the minutes of the Annual General Meeting of Churchlands Primary School P&C Association held on 22 February 2022 at 7:00pm be taken as a true and accurate record. Carried*

- **RATIFICATION OF MINUTES FROM EXECUTIVE MEETINGS**

*Resolution: That the minutes of the Executive Meetings of Churchlands Primary School P&C Association held on 29 March 2022 at 6:00pm be taken as true and accurate records. Carried*

- **CALL FOR OTHER BUSINESS FOR TONIGHT'S MEETING**

- Cellophane wrap

- **BUSINESS ARISING FROM THE PREVIOUS MEETINGS**

- Auditor required for P&C accounts for 2022
  - Shannon Ryan will see if anyone at her work is willing and able to do the audit for 2022.

- **CORRESPONDENCE IN/OUT (Diane Calligaro)**

**Incoming/Outgoing**

- Letter to Kim Fraser with the new P&C Executive team for 2022
- Audit reports to WACSSO

- **PRESIDENT'S REPORT (Thuy Acacio)**

- See attached President's Report.
- Highlights include:
  - Easter raffle was a success as students were very excited on the day especially the lucky winners. Aaliyah Ivanescu streamlined the setup of pulling numbers using excel which saved a lot of time.
  - Lessons learned - QKR needs to be updated with current classroom of students. A reminder will need to be sent for parents to do this before purchasing tickets.

**8. TREASURER'S REPORT (Aaliyah Ivanescu)**

- See attached report.

- The P&C has committed \$30,000 for a new stage from this year's wish list. This week \$20,000 was paid to the school. The \$10,000 balance will be paid from this year's fundraising efforts and additional voluntary contributions.
- Another \$900 of voluntary contributions have been made since AGM. A letter will go out to remind parents who have not paid, highlighting the funds all go towards valuable resources the school needs and this year it is the stage.

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

- See attached report.

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

- See attached report.
- Highlights include:
  - Anna has injured herself and initiated a worker's comp claim for medical bills.
  - Julie has been off on sick leave. Also, Anna has needed to take sick leave. This has been the reason the canteen needed to shut down for Wednesday 18<sup>th</sup>.
  - Franca, has resigned from the canteen. She worked 8 hours a week and will need to be replaced. A job advert is on Seek and responses so far have been positive. It seems like a suitable replacement will be found. The job advert will probably close within the next week. Thuy Acacio will help with interviews for the position.

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

- See attached report.

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

- See attached report.
- Highlights include:

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

- No report
  - Netball is in its third week. Each team has won at least once. The committee has not had a meeting yet.

#### **14. GENERAL BUSINESS**

##### **14.1 Election day sausage sizzle and cake stall**

- Usually, a \$400 float needed for the day. Pip and Aaliyah will manage to obtain this.
- Approval came through from council and more volunteers have come forward. A request for more cakes will go out in the chatter.
- 600 sausages, buns, sauces were all covered by sponsors: Farmer Jacks, Bakers Delight, Woolie, Coles, Herdsman's, Creative Mix gave a discount on some sausages (400 at \$300), Michael Hallan covered all the remaining costs. A thank you will be sent, and an acknowledgement will go out in chatter.
- Churchland recipes books will be on the tables for sale.

##### **14.2 Cookie dough fundraiser**

- Cookie dough fundraiser will replace the cake stalls that weren't allowed due to COVID restrictions in terms 1 and 2. The P&C will receive \$4 per tub of cookie dough sold.

- Purchases will be made online and students will get prizes from how much they sell. There will be one week of advertising and four weeks of selling.
- A notice to watch out for this fundraiser will be in this chatter. There are pamphlets for the kids, which will be put in the classroom pigeonholes next week.
- For delivery of the cookie dough to the Joondalup depot is 3 weeks.

#### **14.3 Cake stalls back this calendar term**

- With the COVID restrictions lifted, we are now able to have cake stalls again. They will start in Term 3. The cake stall coordinator has not been filled. A callout for a coordinator will be done. A couple of year 2 parents have expressed interest to Shannon Ryan and want to become active in the school community.
- There will be cake stalls twice a term and two year groups per cake stall.

#### **14.4 Lapathon date term 3**

- Lapathon is set for week 4, 12<sup>th</sup> August, Friday.
- Forms will go out at end of the term, so students can raise money over the school break.
- Shannon Ryan a year 2 class rep will reach out to Gemma Weidinger a year 2 class rep to start the planning and logistics.

#### **14.5 Communication update**

- It is working well with communications going out weeks 5 and 9. Facebook updates have been successful as well.
- This is Rebecca Brown's last year as Communications Coordinator. Emma Matson has volunteered to take over the position next year.
- This Friday (20/05) is P&C Appreciation Day. Jo Morgan has encouraged all P&C volunteers to come along to the assembly on Friday. The students have been working on a thank you display and want to give a big thank you.

#### **14.6 Cellophane wrap**

- After the Easter Raffle all the cellophane wrap was used up. Benita will replace the wrap and provide a cost to be included in next meeting's financial motions.

**15. NEXT MEETING DATE:** Tuesday 9<sup>th</sup> August 2022

**MEETING CLOSED:** 8:10pm

## Canteen Report 17<sup>th</sup> May 2022

Current Canteen Account Balance 4/5/2022 is \$37,349.03

### Price Increase

Prices were increased across the board at the start of Term 2 due to increasing costs of supplies. We try and keep prices to a minimum but this rise was unavoidable.

### Canteen Balance

Canteen account balance significantly less than reported at the last meeting due to \$10,000 transferred to the P&C account for the new playground

### New specials

New winter specials at the canteen:

Wednesday: Pizza

Thursday: Homemade pies plus sausage rolls and party pies

Friday: Terriyaki chicken, Moroccan chicken salad

### Staff

We are currently navigating reduced staff numbers due to COVID so have limited items available. We are managing these risks by:

1. Employees continuing to wear masks.
2. Strict hygiene
3. Testing if symptomatic

April	Monthly Summary		March	Monthly Summary	
Total Deposits		7462.24	Total Deposits		10055.26
Totals Withdrawals		20029.38	Totals Withdrawals		9598.82
Nett movement		-12567.14	Nett movement		456.44
Deposits			Deposits		
	Daily Takings	1230.00		Daily Takings	1911.10
	QuickCliq	5837.93		QuickCliq	7906.56
	EFTPOS	394.31		EFTPOS	237.60
Withdrawals			Withdrawals		
	Wages, PAYG & Super	5403.78		Wages, PAYG & Super	4974.83
	Petty cash	855.62		Petty cash	1548.38
	Insurance	0.00		Insurance	0.00
	Other	10184.80		Other	100.00
	Suppliers	3585.18		Suppliers	2975.61

## **Ducks Report**

Last Meeting:	Wed 16 <sup>th</sup> February 2022
Attendees (14)	Brent Hedley, Lex Brickland, Daniel Romano
Apologies (2)	Hamish Buddle, Luke Vanson, Matt Rainbow

## **Discussion:**

- Welcome Bike Ride - planning
- 2022 events - brainstorming/planning
- Camp Out 2022 – student poster competition

## **Term 2 event – Volunteer Event**

Next Meeting:	TBC
Agenda items	<ul style="list-style-type: none"><li>• Welcome Bike Ride review</li><li>• Volunteer Event planning</li></ul>

## P&C President's Report

May 2022

Term 1 started a little shaky for the P&C this year with the cancellation of the Welcome Back school picnic, although we were fortunate not to have lost any deposits from this, however we finished the term on a double high with the Easter raffle and ANZAC wreath ceremony back-to-back.

**Easter raffle** raised \$3209 in raffle tickets with the lucky winners enjoying their chocolate goodies – many before they left the school grounds! Thanks to the Year 1 parent helpers for all their hard work in preparing the raffle prizes, and huge thanks to our new treasurer Aaliyah for her impressive excel skills to save us many hours of prep time.

The **ANZAC wreath making** was a little more challenging this year without being able to use the school grounds, but thanks to the efforts and creativity of all class reps and helpers, it all came together with beautifully presented wreaths at the assembly. Massive thanks to **Benita Di Giovanni** for pulling it all together once again, although this will be her last year coordinating the wreaths so hopefully everyone has taken plenty of notes 😊

The Adventure Playground is almost ready, and it looks incredible! We are all impatiently waiting for the last few pieces to be installed and the finishing touches to be added before it's officially open for play... not long to go now!

With events allowed back on school grounds, our P&C Committee are looking forward to some new ideas and will start planning for some of the favourites so stay tuned!



# Churchlands *Primary School*

## P & C Principals Report

We had a great start to the term kicking off with the **Year 6 Business Fair** which was a huge success!! The students, with the help of their teachers and parents, presented a very professional and well organized fair. The money raised goes towards the Year 6 camp.

Friday saw our first open school event. It seemed very strange, but fantastic as well to have all the children and some parents attend the assembly.

We have had quite a number of staff and students off school with COVID-19. We continue to adhere to strict health procedures such as high cleaning, provision of hand sanitizer and promotion of health care practices within the classroom.

We have really appreciated the ongoing support from the school community during these challenging times.

**Adventure Play Space** is nearing completion! Unfortunately, Nature Playgrounds staff have been hit hard with COVID-19 which has caused a little setback but hopefully it will be complete by the end of this week. We will be having an official opening with the P & C as soon as possible. The children are pretty excited to get playing on this most amazing adventure play space.

**Applications for enrolment for Kindergarten and Pre-primary** are now open and will close on **Friday 22 July**. The Kindy enrolment information has been sent out via Skoolbag and added to the webpage. Below is some information for your reference.

- If you have a child currently in Kindergarten entering Pre-primary in 2023 you will be required to complete an application. This will need to be presented to the office with your child's current immunisation documents and proof of address.
- If you have a child currently in Kindergarten however live out of area you must reapply for Pre-primary.
- If not returning to CPS, please notify the Administration in writing as soon as possible.

School Board Overview will be presented.

Kim Fraser  
PRINCIPAL  
17.5.2022

## Churchlands Primary School P&C

# Treasurer's Report – 7<sup>th</sup> May 2022

### Cash Balance

	12 <sup>th</sup> February 2022	7 <sup>th</sup> May 2022	Movement
<b>P&amp;C Main Account</b>	\$ 108,654.13	\$56,923.13	-\$ 51,731.00
<b>Uniform Shop Account</b>	\$ 29,907.84	\$32,207.35	\$ 2,299.51
<b>Cash Balance</b>	\$ 138,561.97	\$89,130.48	-\$ 49,431.49

### Receipts

Receipts from to 12<sup>th</sup> of February to 7<sup>th</sup> of May 2022 comprised of -

<b>Main Account</b>	
P&C Contribution	\$ 900.00
P&C Membership Fees	\$35.00
Netball Registration	\$8189.27
Easter Raffle Tickets	\$3,598.00
Donations to P&C	\$12,500
Entertainment Comm	\$56.00

<b>Uniform Shop Account</b>	
Uniform Sales – Online canteen	\$ 9,861.55
Uniform Sales – Square Reader	\$ 11,709.71
Uniform Sales - Cash	\$ 1,310.00

### Payments

Payments from 1<sup>st</sup> of Jan to 12th of February 2022 comprised of –

<b>Main Account</b>	
Merchant Fee	\$142.96
Donation for Nature Playground	\$62,500
Bookfair 2021 Reimbursement	\$13.50
Lapathon Reimbursements	\$150.00
Stationary	\$8.50
ANZAC Day Wreaths	\$149.50
Netball Expenses & Fees	\$5,488.73

<b>Uniform Shop Account</b>	
Uniform Stock	\$ 20,581.75



## Netball Funds

Funds available @ 7 <sup>th</sup> May 2022	\$6,540.40
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## DUCKS Funds

Funds available @ 7 <sup>th</sup> May 2022	\$4,144.78
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P&C Main Account      \$56,923.13

Minus: DUCKS              \$4,144.78

Minus: Netball            \$6,540.40

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\$ 46,237.95

Minus:

Stage Donation Part 1    \$20,000 (to be transferred next week)

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\$26,237.95

## **Uniform Shop Report**

Tuesday 10 May 2022

### **Rain Jacket is available in limited quantities.**

They are not compulsory uniform item, but kids like them for nice light-weight fleece lining and water-resistant outer.

No logos on them so can be worn for your winter sports etc.

Bargain price at \$35 for the quality. Some old stocks in bigger sizes available at reduced price (mostly larger sizes).

Last orders for the second and last round of Year 6 leavers top has closed and currently under production. ETA is Week 6 & they'll be delivered to child's classrooms in Room 12 and 13.

### **Looking for volunteers to join our friendly team**

Please get in touch if you're interested and can spare 30-45min of your Tuesday morning between 8:15-9.

We call on you usually once a term, but we are very flexible.

There are special open days during the year we also require volunteers.

We acknowledge value of our volunteers as without them we won't have a shop at the school.

### **Lost property**

While it's not our responsibility to manage lost property, we hear they go missing & see a lot of jumpers in the lost property area in the undercover area.

Please label your child's uniform items, and regularly check to make sure they haven't taken their classmate's items.

We do have fair amount of secondhand uniforms available on Tuesday mornings at \$5 (contribution to the Uniform Shop so we can keep all prices down).

### **No school bags or library bags at the moment**

We have run out of those start of school items. They're on custom back-order & should be available in Term 3.

They're not compulsory school items (you can use other bags & library bags as needed).