

**CHURCHLANDS PRIMARY SCHOOL
PARENTS AND CITIZENS ASSOCIATION INC.
MINUTES OF THE ANNUAL GENERAL MEETING
Tuesday 22 February 2022, 7:00pm, Zoom**

ATTENDANCE

- Attendance record on file.

- **WELCOME**

- **APOLOGIES**

- Rebecca Brown
- Shannon Hillin

- **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 30 November 2021 at 7:00pm be taken as a true and accurate record.
Carried

- **CONFIRMATION OF THE MINUTES FROM EXECUTIVE MEETINGS**

Resolution: That the minutes of the Executive Meeting of Churchlands Primary School P&C Association held on 3 February 2022 be taken as true and accurate records. Carried

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

- ANZAC wreaths

6. CORRESPONDENCE IN/OUT (Diane Calligaro)

- Bank statements.
- Renewal bill of the PO Box service
- Letter to Christine Tonkin for the \$2500 donation for the Nature Playground

7. REPORTS

7.1 President's Report (Thuy Acacio)

- See attached report.
 - Last year we raised over \$40,000. This year will be more challenging with the current COVID restrictions put in place.

7.2 Presentation of the signed Solvency Declaration (Thuy Acacio)

- It is a requirement under our Constitution that the Executive Committee reviews the financial records for the Churchlands Primary School P&C Association Inc. and confirms that the P&C has money to pay any debts when they are due.
- An Executive Meeting was held on 22 February 2022 to confirm that the Churchlands Primary School P&C Association Inc. is solvent and can pay all debts when they are due.
- At the Executive Meeting, the President acknowledged our solvency and will lodge a signed solvency declaration on behalf of the Executive Committee. A copy of the solvency declaration will be distributed once available (delays are due to the meeting being online via Zoom).

7.3 Presentation and adoption of the financial statements for 2021 and auditor's review (Hazel Chin)

- Melissa Martino conducted a review of the 2021 Statements of Receipts and Payments for the Canteen, Uniform Shop and Main Account.

- The financial statements for 2021 were circulated before the meeting.
- An update on the cash balance to the 22 February was presented. The cash balance for the Main Account was \$108,654.13 and the cash balance for the Uniform Shop was \$29,907.84
- The main receipts for the Main Account were the P&C contributions \$25,800.
- The netball funds and DUCKs funds in the Main Account have carried over from last year.

7.4 Principal's Report (Kim Fraser)

- See attached report.

7.5 Canteen Report (Philippa de Morton)

- See attached report.
- Highlights include:
 - Starting off the year, the canteen is really struggling with volunteers. There have been flyers put up around the school, with a focus to get the new parents to the school to volunteer. There has been no response from this initiative as parents are not coming onto school grounds. There was also a lost opportunity with the cancelled parent teacher meeting which usually helps with volunteer sign up.
 - There was a concern about the current COVID restrictions and possibly parents think they are not able to volunteer. This will be addressed in the next newsletter.

7.6 Uniform Shop Report (Noriko Suizu)

- See attached report.

7.7 Fathering Project Report (Brent Hedley)

- See attached report.
- Highlights include:
 - The DUCKS will hold the annual bike ride around Herdsman Lake. This year it will be in Term 1 on the 27th March.

8 ELECTIONS

- Elections were held for the following P&C positions and the results are noted below.

8.1	EXECUTIVE OFFICE BEARERS	
i.	President	Thuy Acacio
ii.	Vice President	Emma Allanson
iii.	Secretary	Diane Calligaro
iv.	Treasurer	VACANT
8.2	EXECUTIVE MEMBERS	
i.	Communications Officer	Rebecca Brown / Emma Matson
ii.	Canteen Coordinator	Philippa de Morton
iii.	Fathering Project DUCKs Coordinator	Brent Hedley
iv.	Uniform Shop Manager	Noriko Suizu
8.3	OTHER	
i.	DUCKs Committee	
	Fathering Project DUCKs Coordinator (Executive member)	Brent Hedley
	Committee (up to 6 including executive member)	Hamish Buddle

		Robert Acacio TBC
ii.	Canteen Committee	
	Canteen Coordinator	Philippa de Morton
	Canteen Treasurer	VACANT
iii.	Netball Committee	
	Netball Coordinator	Jessica Vanson
	Committee (not more than 10 including executive member)	TBC
iv.	Graduation Committee	
	Graduation Committee Coordinator	VACANT
	Committee (not more than 14 including executive member)	TBC
v.	9R Friend	VACANT
	Committee	Gemma Taylor
vi.	Scholastic Coordinator	Gemma Taylor
vii.	Class Rep Coordinator	Benita Di Giovanni
viii.	Cake Stall Coordinator	VACANT
ix.		
	Signatories on the P&C Accounts	Thuy Acacio Philippa de Morton Diane Calligaro
	In accordance with the P&C constitution, all P&C Accounts have a requirement of two authorised signatories to sign	
	CLASS	Class representative
	ECE U4 (Kindy Red)	Pauline Tan / Emma Miller
	ECE U4 (Kindy Blue)	VACANT
	ECE U1 (Pre-primary)	VACANT
	ECE U2 (Pre-primary)	Rosemary Edwards / Kym Lui
	ECE U3 (Pre-primary)	VACANT
	Room 3 (Year 1)	Ana Lacey
	Room 1 (Year 1)	Natalie Romano
	Room 4 (Year 1 & 2)	VACANT
	Room 5 (Year 2)	VACANT
	Room 6 (Year 2)	Jemma Weidinger
	Room 16 (Year 3)	Rebecca Brown
	Room 17 (Year 3)	Hayley Sims
	Room 7 (Year 3 & 4)	VACANT
	Room 8 (Year 4)	Wei Gu
	Room 9 (Year 4)	Moones Mohebati
	Room 11 (Year 5)	VACANT
	Room 10 (Year 5)	VACANT
	Room 12 (Year 5 & 6)	VACANT
	Room 13 (Year 6)	Lauren Shepherd

9 APPOINTMENTS

9.1 Appointment of Reviewer of Financial Statements for 2022

- In accordance with the P&C constitution, the financial records of the association must be reviewed every year.
- Melissa Martino has been appointed as the reviewer of the P&C financial statements for past 4 years. She does not want to be appointed as Reviewer of the Financial Statement for 2022. Ongoing to find a financial reviewer for 2022.

9.2 Delegates to WACSSO Annual Conference

- The WACSSO Annual Conference is a 2-day event and provides an opportunity for attendees to gain a good understanding of the Constitution and listen to some great keynote speakers.
- The P&C will be offered one ticket to the WACSSO Annual Conference and it will pay for one other person to attend. To have another person to attend would be beneficial, but will cost \$250. This financial motion will be added to the agenda for the next P&C meeting.

9.3 Appointment of Signatories on the P&C Accounts

- 2021 Executive P&C Members Wendy McMahon and Shee Yee Chin are to be removed as official signatories on all P&C accounts.
- Thuy Acacio and Diane Calligaro are new official signatory on all P&C accounts.
- Philippa de Morton will continue to be a signatory on all P&C accounts.
- In accordance with the P&C constitution, all P&C Accounts have a requirement of two authorised signatories to sign.

10 GENERAL BUSINESS

10.1 Annual Calendar of P&C activities

- Due to the current COVID restrictions the cake stalls have been put on hold.
- Year 1: Easter Raffle
- Year 2: Lapathon
- Year 3: Family event (events from past - movie night)
- Year 4: Parent Social Event
- Year 5: Graduation Supper / Federal Election
- Year 6: Athletic cake stall

10.2 Update on adventure playground design and installation (Kim Fraser)

- Costs have gone up significantly, since the original plan
- Total costs are around \$72,000 with \$60,000 from P&C. The school has a little in the contingency funds which can help with the additional costs.
- The tunnel with netting had to be removed to reduce costs, which gives a savings of \$6000
- Materials are taking a long time to get here, with a goal to source as much as possible locally. The plan is to start around April school holidays and finish within about 2 weeks.

10.3 School 'wish list' of spending presented for approval – proposal to spend \$43,000

- The "Churchlands PS P&C Supplementary Donation 2022" was developed in consultation with staff. Staff at end of the year, put down everything they want for the budget. Most of their items get paid for by the school and if not get put on "wish list"
- \$30,000 new stage – the current stage is very heavy and not very functional. A new stage would be used more by different areas around the school.
- \$6000 pave new bike area ECE– currently this sandy area gets lots of wear and tear. Grass will not grow in this area and a cement truck will not fit. Suggestion to pave area with stop

sign, road line, etc. This can be used for whole school as RAC road safety comes for incursions.

- \$1500 visual arts panelling (drinking fountains at middle block) - to purchase panelling near drink fountain to block out sun and children can complete art work for the panelling. Melinda wants to get the kids to do Aboriginal art work.
- \$500 purchase new tennis nets – the current tennis nets are worn/hanging on ground and a tripping hazard .
- \$5000 to purchase Bluetooth keyboards – beneficial for whole screen use when students use ipad for NAPLAN and school work.
- Based on the current cash balance in the Main Account (excluding the funds that are allocated to the DUCKs and Netball Committee), there is approximately \$20,000 readily available to be given to the school.
- Discussions had on which is most beneficial and what is a top priority for school. The stage is top priority for the school, the P&C do not have the funds at the moment but will commit the entire amount and pay \$20,000. The school will fund the balance with the P&C to raise the funds over the upcoming months to pay back school.
- The other 'wish list' items totalling \$13,000 will be revisited later in the year.

Resolution: That the Churchlands Primary School P&C Association contributes \$30,000 for the stage on the "Churchlands PS P&C Supplementary Donation 2022" list, \$20,000 payment now with a commitment of \$10,000 in the coming months once funds are raised. Carried

10.4 Mailchimp subscription

- The current Mailchimp subscription is \$23 a month and this only allows for up to 500 contacts. We have exceeded the subscription of 500 and need to upgrade monthly plan to \$32 a month.

Resolution: The Churchlands Primary School P&C Association will increase the spend of Mailchimp to \$32 a month. Carried

10.5 Proposal for P&C Meeting to be once a Term

- Given current COVID restrictions and inability to plan many events, the P&C General meeting will be reduced to once per term on Tuesday, week 4.

10.6 Election Day cake stall and sausage sizzle

- Our school will be a polling place for the 2022 Federal Election. The P&C will be holding an Election Day cake stall and sausage sizzle
- The Year 5 parents will be responsible for organising the event, but the whole school community will be asked to donate cakes and volunteer for the sausage sizzle.
- A risk management plan is required for the Election Day cake stall and sausage sizzle.

10.7 Easter raffle – Benita to work through with class reps

- The Easter Raffle will continue this year in a modified format.
- Benita will work with Class Reps to organise.

10.8 ANZAC wreaths

- The ANZAC wreaths will be made this year, again in a different format.
- Benita has already started to organise the florist foam wreaths. These costs will total around \$400 and a financial motion will be presented at next Executive or General meeting.

- We will be looking for parents to donate flowers and leave up to class reps to decorate a wreath.

NEXT MEETING DATE: Tuesday 17 May 2022, 7:00pm, Zoom

MEETING CLOSED: 8:20pm

Churchlands Primary School P&C Association

Consolidated view of the Statements of Receipts and Payments - 1st January 2021 to 31st December 2021

Prepared by Melissa Martino, Auditor, using the individual Statements of Receipts and Payments

Description	Main A/C	Uniform A/C	Canteen A/C	CONSOLIDATED	Main A/C	Uniform A/C	Canteen A/C	CONSOLIDATED	CONSOLIDATED
	Jan-Dec 2021	Jan-Dec 2021	Jan-Dec 2021	Jan-Dec 2021	Jan-Dec 2020	Jan-Dec 2020	Jan-Dec 2020	Jan-Dec 2020	Movement 2021 vs 2020
Receipts									
P&C Contributions	\$ 34,400.00			\$ 34,400.00	\$ 29,100.00			\$ 29,100.00	\$ 5,300.00
P&C Membership Fees	\$ 61.00			\$ 61.00	\$ 66.00			\$ 66.00	-\$ 5.00
Cash Sales		\$ 2,340.00	\$ 18,808.49	\$ 21,148.49		\$ 2,913.10	\$ 11,141.55	\$ 14,054.65	\$ 7,093.84
Online Sales		\$ 23,683.98	\$ 84,463.75	\$ 108,147.73		\$ 28,619.59	\$ 63,300.93	\$ 91,920.52	\$ 16,227.21
Eftpos Sales		\$ 25,957.37	\$ 131.34	\$ 26,088.71		\$ 26,545.89	\$ 738.35	\$ 27,284.24	-\$ 1,195.53
Covid Stimulus & Job Keeper from ATO		\$ -	\$ 5,850.00	\$ 5,850.00			\$ 61,786.73	\$ 61,786.73	-\$ 55,936.73
Miscellaneous			\$ -	\$ -		\$ 3,984.00		\$ 3,984.00	-\$ 3,984.00
Cake Stalls	\$ 8,238.69			\$ 8,238.69	\$ 2,247.45			\$ 2,247.45	\$ 5,991.24
Lapathon	\$ 15,675.18			\$ 15,675.18	\$ 15,333.00			\$ 15,333.00	\$ 342.18
Entertainment Book Commission	\$ 724.00			\$ 724.00	\$ 808.40			\$ 808.40	-\$ 84.40
Easter Raffle	\$ 2,412.00			\$ 2,412.00	\$ -			\$ -	\$ 2,412.00
Mango Fundraising	\$ 880.00			\$ 880.00					\$ 880.00
Wembley Downs Fair	\$ -			\$ -	\$ -			\$ -	\$ -
Election Day Sausage Sizzle	\$ -			\$ -	\$ -			\$ -	\$ -
Quiz Night	\$ 12,674.23			\$ 12,674.23	\$ -			\$ -	\$ 12,674.23
Donations to P&C	\$ 107.00			\$ 107.00	\$ 310.00			\$ 310.00	-\$ 203.00
Movie Event	\$ -			\$ -	\$ -			\$ -	\$ -
Levis Eggs	\$ -			\$ -	\$ 1,068.00			\$ 1,068.00	-\$ 1,068.00
Bricks and Tea towels	\$ -			\$ -	\$ 12,015.95			\$ 12,015.95	-\$ 12,015.95
Eftpos Sales (SquarePay / FDMSA)	\$ 27,573.57			\$ 27,573.57	\$ 26,729.20			\$ 26,729.20	\$ 844.37
Funds from Canteen	\$ -			\$ -	\$ 10,000.00			\$ 10,000.00	-\$ 10,000.00
Welcome Picnic	\$ 1,407.71			\$ 1,407.71	\$ 1,703.00			\$ 1,703.00	-\$ 295.29
Scholastic Books	\$ 4,240.50			\$ 4,240.50	\$ 3,749.80			\$ 3,749.80	\$ 490.70
Year 6 Musical	\$ 1,512.00			\$ 1,512.00	\$ -			\$ -	\$ 1,512.00
Graduation	\$ 3,160.00			\$ 3,160.00	\$ 2,073.00			\$ 2,073.00	\$ 1,087.00
DUCKS Camp out	\$ 3,885.00			\$ 3,885.00	\$ 3,510.00			\$ 3,510.00	\$ 375.00
DUCKS Fathering Project	\$ 2,086.43			\$ 2,086.43	\$ 2,661.37			\$ 2,661.37	-\$ 574.94
Netball	\$ 11,460.89			\$ 11,460.89	\$ 10,304.27			\$ 10,304.27	\$ 1,156.62
Bank credit and Miscellaneous	\$ -			\$ -	\$ 94.05			\$ 94.05	-\$ 94.05
Total Receipts	\$ 130,498.20	\$ 51,981.35	\$ 109,253.58	\$ 291,733.13	\$ 121,773.49	\$ 62,062.58	\$ 136,967.56	\$ 320,803.63	-\$ 29,070.50

Churchlands Primary School P&C Association

Consolidated view of the Statements of Receipts and Payments - 1st January 2021 to 31st December 2021

Prepared by Melissa Martino, Auditor, using the individual Statements of Receipts and Payments

Description	Main A/C	Uniform A/C	Canteen A/C	CONSOLIDATED	Main A/C	Uniform A/C	Canteen A/C	CONSOLIDATED	CONSOLIDATED
	Jan-Dec 2021	Jan-Dec 2021	Jan-Dec 2021	Jan-Dec 2021	Jan-Dec 2020	Jan-Dec 2020	Jan-Dec 2020	Jan-Dec 2020	Movement 2021 vs 2020
Payments									
Donations to School	\$ 300.00			\$ 300.00	\$ 2,207.50			\$ 2,207.50	-\$ 1,907.50
Payment to School for Resources "Wishlist"	\$ 32,800.00			\$ 32,800.00	\$ 30,700.00			\$ 30,700.00	\$ 2,100.00
Creative Play Space	\$ 1,905.00			\$ 1,905.00	\$ -			\$ -	\$ 1,905.00
Electronic Signage	\$ -			\$ -	\$ -			\$ -	\$ -
School Marquees	\$ -			\$ -	\$ 8,418.18			\$ 8,418.18	-\$ 8,418.18
Lapathon	\$ 822.69			\$ 822.69	\$ 583.95			\$ 583.95	\$ 238.74
Levis Eggs	\$ -			\$ -	\$ 840.00			\$ 840.00	-\$ 840.00
Bricks Pavers	\$ -			\$ -	\$ 2,507.23			\$ 2,507.23	-\$ 2,507.23
Cake Stall	\$ 1,023.70			\$ 1,023.70	\$ 20.00			\$ 20.00	\$ 1,003.70
Movie Event / School Year Events				\$ -	\$ -			\$ -	\$ -
Quiz Night	\$ 2,867.56			\$ 2,867.56	\$ -			\$ -	\$ 2,867.56
Election Day Sausage Sizzle				\$ -	\$ -			\$ -	\$ -
Welcome Picnic	\$ 2,540.00			\$ 2,540.00	\$ 2,579.40			\$ 2,579.40	-\$ 39.40
Eftpos fees (BWAMS & CBA fees)	\$ 756.41			\$ 756.41	\$ 1,253.68			\$ 1,253.68	-\$ 497.27
Scholastic Books	\$ 4,240.50			\$ 4,240.50	\$ 3,748.00			\$ 3,748.00	\$ 492.50
9R Shed	\$ -			\$ -	\$ 500.00			\$ 500.00	-\$ 500.00
Netball	\$ 9,970.21			\$ 9,970.21	\$ 9,337.36			\$ 9,337.36	\$ 632.85
Insurance	\$ 1,441.00			\$ 1,441.00	\$ 1,441.00			\$ 1,441.00	\$ -
ANZAC Day	\$ 149.50			\$ 149.50	\$ -			\$ -	\$ 149.50
WACSSO Membership	\$ 1,169.37			\$ 1,169.37	\$ 729.19			\$ 729.19	\$ 440.18
Administration Expenses	\$ 1,089.03			\$ 1,089.03	\$ 463.93			\$ 463.93	\$ 625.10
Conferences				\$ -	\$ -			\$ -	\$ -
Year 6 Musical	\$ 875.24			\$ 875.24	\$ -			\$ -	\$ 875.24
Graduation	\$ 5,010.19			\$ 5,010.19	\$ 5,631.51			\$ 5,631.51	-\$ 621.32
Transfer to Uniform Shop Account from Eftpos Sales	\$ 25,972.76			\$ 25,972.76	\$ 26,045.89			\$ 26,045.89	-\$ 73.13
Transfer to Canteen Account from Eftpos Sales	\$ 31.74			\$ 31.74	\$ 652.90			\$ 652.90	-\$ 621.16
DUCKS Camp Out	\$ 2,443.02			\$ 2,443.02	\$ 3,002.95			\$ 3,002.95	-\$ 559.93
DUCKS Fathering Project	\$ 2,677.20			\$ 2,677.20	\$ 3,835.81			\$ 3,835.81	-\$ 1,158.61
Miscellaneous	\$ 140.00			\$ 140.00	\$ -			\$ -	\$ 140.00

Churchlands Primary School P&C Association

Consolidated view of the Statements of Receipts and Payments - 1st January 2021 to 31st December 2021

Prepared by Melissa Martino, Auditor, using the individual Statements of Receipts and Payments

Description	Main A/C Jan-Dec 2021	Uniform A/C Jan-Dec 2021	Canteen A/C Jan-Dec 2021	CONSOLIDATED Jan-Dec 2021	Main A/C Jan-Dec 2020	Uniform A/C Jan-Dec 2020	Canteen A/C Jan-Dec 2020	CONSOLIDATED Jan-Dec 2020	CONSOLIDATED Movement 2021 vs 2020
Payments									
Shops for Shops		\$ -		\$ -				\$ -	\$ -
Perm A Pleat		\$ -		\$ -		\$ 2,020.92		\$ 2,020.92	-\$ 2,020.92
School Products Australia		\$ 994.63		\$ 994.63		\$ -		\$ -	\$ 994.63
Spartan		\$ 8,750.17		\$ 8,750.17		\$ 11,620.07		\$ 11,620.07	-\$ 2,869.90
Wanneroo Uniforms		\$ 34,887.02		\$ 34,887.02		\$ 36,306.56		\$ 36,306.56	-\$ 1,419.54
Crocodile Creek		\$ 1,020.00		\$ 1,020.00		\$ -		\$ -	\$ 1,020.00
Miscellaneous		\$ 68.00		\$ 68.00		\$ 116.90		\$ 116.90	-\$ 48.90
PAYG			\$ 4,258.00	\$ 4,258.00			\$ 1,550.00	\$ 1,550.00	\$ 2,708.00
Petty Cash			\$ 15,214.58	\$ 15,214.58			\$ 13,457.38	\$ 13,457.38	\$ 1,757.20
Purchases			\$ -	\$ -			\$ -	\$ -	\$ -
Wages			\$ 54,160.43	\$ 54,160.43			\$ 57,193.54	\$ 57,193.54	-\$ 3,033.11
Brownes			\$ 3,690.04	\$ 3,690.04			\$ 1,639.94	\$ 1,639.94	\$ 2,050.10
Insurance			\$ 1,450.00	\$ 1,450.00			\$ 988.00	\$ 988.00	\$ 462.00
Just Pizza			\$ 6,119.28	\$ 6,119.28			\$ 2,661.52	\$ 2,661.52	\$ 3,457.76
PFD			\$ 210.95	\$ 210.95			\$ 164.95	\$ 164.95	\$ 46.00
Ward Packaging			\$ 215.15	\$ 215.15			\$ 253.35	\$ 253.35	-\$ 38.20
Sasuke			\$ 7,074.92	\$ 7,074.92			\$ 8,425.38	\$ 8,425.38	-\$ 1,350.46
WestOz			\$ 12,378.15	\$ 12,378.15			\$ 7,356.80	\$ 7,356.80	\$ 5,021.35
Super			\$ 5,489.44	\$ 5,489.44			\$ 3,898.67	\$ 3,898.67	\$ 1,590.77
Optus			\$ 360.00	\$ 360.00			\$ 360.00	\$ 360.00	\$ -
Other			\$ 1,188.92	\$ 1,188.92			\$ 1,810.68	\$ 1,810.68	-\$ 621.76
Other - transfer to P&C			\$ -	\$ -			\$ 10,000.00	\$ 10,000.00	-\$ 10,000.00
Total Payments	\$ 98,225.12	\$ 45,719.82	\$ 111,809.86	\$ 255,754.80	\$ 104,498.48	\$ 50,064.45	\$ 109,760.21	\$ 264,323.14	-\$ 8,568.34
Net Receipts / (Payments)	\$ 32,273.08	\$ 6,261.53	-\$ 2,556.28	\$ 35,978.33	\$ 17,275.01	\$ 11,998.13	\$ 27,207.35	\$ 56,480.49	-\$ 20,502.16
Opening Bank Balance	\$ 42,015.55	\$ 20,369.32	\$ 59,374.07	\$ 121,758.94	\$ 24,740.54	\$ 8,371.19	\$ 32,166.72	\$ 65,278.45	\$ 56,480.49
Closing Bank Balance	\$ 74,288.63	\$ 26,630.85	\$ 56,817.79	\$ 157,737.27	\$ 42,015.55	\$ 20,369.32	\$ 59,374.07	\$ 121,758.94	\$ 35,978.33
Closing Bank Balance for Petty Cash	\$ 1,000.00								
Closing Bank Balance for Other Account	\$ 4,000.00								

If required, Melissa Martino gives authority for the CPS P&C to use this Consolidated Statement as an aid to prepare the Annual Information Statement (AIS) for reporting to the Australian Charities and Not-for-Profit Commission (ACNC). Also, it can be used for viewing at the AGM.

Canteen Report 22nd February 2022

Current Canteen Account Balance 21/11/2021 is \$48,442.62

2021 Financial Report

Total Income: \$109,253.58

Total Expenses: \$111,809.86

Net Income: **-\$2,556.28**

The canteen did make a loss last year. There were some additional costs with sick leave coverage. In addition there was a gap in our accounting for payments through the square reader which is being corrected this year.

Costs will be monitored for Term 1 to check whether prices need to change for the Term 2 winter menu change. We have seen at the start of this year an increase in the cost of lots of the canteen supplies and this will need to be monitored.

Sushi Price Increase

Sushi prices have had to increase by 50c across the board due to an increase in price from our supplier.

Staff

This year Anna is continuing on in the Canteen Manager position but on reduced hours of 30 hours per fortnight. A new Assistant Canteen Manager role was created for Julie and she is working 60 hours per fortnight. Franca's role as Canteen Assistant remains unchanged at 16 hours per fortnight.

P&C President's Report

February 2022

I am pleased to provide a summary of our P&C activities for 2021 for the Annual General Meeting.

- Last year saw a majority turnover of the Executives with only three returning officers, and while we the newbies fumbled through the first part of the year to navigate WACSSO's constitutional requirements, I think we were getting the hang of it by the end of the year. A huge thanks to all the Executives from 2021 – we made a great team 😊
- P&C Operations had a fantastic year with **Pip de Morton** at the helm. We welcomed **Julie Griffiths** as our new Canteen Assistant Manager and **Anne Prosper** continuing as Canteen Manager. The students certainly enjoyed the themed menus to celebrate all the special events – thanks for all your creativity and hard work!
- The Uniform Shop had another successful year led by **Noriko Suizo** and supported by so many volunteers. The Boomerang Bags continued to be very well received and help to reduce single use plastic bags at our school.
- After a COVID-disrupted 2020, we were fortunate to have the return of a full calendar of P&C events and activities last year to raise a massive fundraising total of **\$41,230.28**. The Lapathon continues to be our biggest fundraiser, followed by the highly anticipated parent social Quiz Night, and the ever-popular cake stalls providing the sweets and baked treats each term.
- The P&C donated **\$32,800** to fund all items on the school's wish list, which was prepared by CPS staff and purchased in early 2021, in addition to a further \$1905 to engage an Aboriginal artist to run student art workshops for the Six Seasons poles, which will be installed with the adventure playground in early 2022.
- In response to parent feedback, the playground committee was formed at the start of 2021 with the intention to gather ideas for a new nature playground at the school. The P&C voted to donate **\$60,000** for the playground at the end of last year and a lot of work has happened since then to prepare the detailed designs – we can't wait for the installation to commence very soon!
- A few changes were made to the P&C operations last year to reduce administrative efforts and ensure we were delivering value across all our activities. In response to parent feedback on the volume of communications, the P&C newsletter was reduced from fortnightly to twice per term, reports were no longer read out at P&C meetings to allow more time for general discussion items, and all P&C events were reviewed to assess effort vs outcome in line with the updated Churchlands PS P&C aims.

A huge thanks to **Kim Fraser** and all the staff at CPS for their tireless work to create a safe environment for our children to learn and grow, and for the wonderful support of all P&C activities last year.

Thank you to all 2021 P&C committee and sub-committee members for your amazing contributions throughout the year.

I wish all the incoming P&C committee members for 2022 the best of luck in your respective roles and thank you for stepping up to take an active role in creating a vibrant and connected school community.

Thuy Acacio

P&C President



Churchlands *Primary School*

P & C Principals Report

Welcome back to another exciting year at CPS!

We had a wonderfully smooth start to the year even with the many COVID restrictions thrown our way! As usual our parent community have been amazing and so very supportive. It is evident through the way the children have transitioned back into school so positively. This is testament to the obvious collective agreement we all support, in ensuring we keep our children, staff and parents safe.

A **very big thank you** to all P & C members and volunteers who, even with all the restrictions in place last year, the team worked together with the school to organise and present many events for the students and community, it was truly a fantastic team effort!

Adventure Play Space is on its way. We sent out the plans via Skoolbag. We will keep you updated as we go.

While we are all under no illusion that 2022 might be a little bumpy with the unknown of COVID-19, the great collaboration we have, will see us work around whatever is thrown our way, although a little different to 'normal'. I look forward to collaborating with the P & C in 2022 to develop and support our focus and direction ensuring we provide the best possible learning environment for our children and continue to build on our positive parent and community relationships.

All of the staff at CPS would like to take this opportunity to thank Thuy, the P & C Executive and volunteers who work tirelessly to bring the community together through various events and consequently provide the school with supplementary funding to support many fantastic programs and items for the students.

Congratulations to our Curriculum leadership team, Deputies and teachers who have used their exemplary professional knowledge in leading, developing and implementing such a high quality educational program. As a result, CPS has been awarded a commendation for **Recognition of Academic Excellence 2021** from the Hon Minister of Education Sue Ellery and the Director General of Education, Lisa Rodgers. A well worth accolade for CPS!

On Entry Assessment Program

All our PP students will be assessed from weeks 3 - 6 Term 1. Parents in PP have received a letter with information on this.

Term dates to note:

- 14 March – Labour Day
- ANZAC assembly 8 April (Subject to COVID directions)
- School term ends Friday 8 April.

Classes 2022

Our numbers are down again this year with COVID having an impact on many families who are still trying to return to Perth or have extended their time over East or overseas to be with family. We have developed an online Exit survey for parents leaving CPS to provide us feedback on “What we are doing well?” “What needs improvement?”. We have received very generous and positive and constructive feedback.

Staffing

We welcome Mr David Lee, Mrs Kerrin Marginis and Mrs Wendy Green who join the teaching staff.

The restructure of the Executive to Mrs Jo Morgan who supports Students at Education Risk/Curriculum, Mr Luke Johnson – Digital Technology/Curriculum Leader/Manager and Ms Rosie Russell - Curriculum Leader and Manager. Their role is critical in developing our curriculum direction. They use their expert knowledge in current evidence based methods and programs to support staff through targeted professional development.

We look forward to another great year at CPS!

Kim Fraser
PRINCIPAL
22 February 2022

Churchlands Primary School P&C

Treasurer's Report – 12th February 2022

Cash Balance

	1 st Jan 2022	12 th February 2022	Movement
P&C Main Account	\$ 74,288.63	\$ 108,654.13	\$ 34,365.50
Uniform Shop Account	\$ 26,630.85	\$ 29,907.84	\$ 3,2476.99
Cash Balance	\$100,919.48	\$ 138,561.97	\$ 66,842.49

Receipts

Receipts from to 1st of Jan to 12th of February 2022 comprised of -

Main Account	
P&C Contribution	\$ 25,800.00
Entertainment Comm	\$98.00
	\$

Uniform Shop Account	
Uniform Sales – Online canteen	\$ 2,336.99
Uniform Sales – Square Reader	\$-
Uniform Sales - Cash	\$ 940.00

Payments

Payments from 1st of Jan to 12th of February 2022 comprised of –

Main Account	
Merchant Fee	\$72.40

Uniform Shop Account	
Uniform Stock	\$

Netball Funds

Funds available @ 22 nd November 2021	\$3,839.86
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DUCKS Funds

Funds available @ 22 nd November 2021	\$7,144.78
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Uniform Shop Report
Tuesday 15 February 2022

Our shop is open every Tuesday mornings during term from 8:15 - 9. Online orders are open any time and delivered to your child's classroom on Tuesday mornings. Please make sure your child's classroom detail is current and correct when ordering.

Secondhand Uniforms

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

Price list for 2022

There's indication from our suppliers that prices may go up in 2022. Uniforms sold at the shop is priced just to cover cost of running the shop such as bank fees and freight costs. Prices may be reviewed & we'll inform the school community.

Year 6 Leavers polo/shirts for 2022

Thank you for year 6 students trying on samples of size and parents ordering promptly. We'll close orders on 20 February & leavers items should come in week 8-9.