

**CHURCHLANDS PRIMARY SCHOOL  
PARENTS AND CITIZENS' ASSOCIATION INC.  
MINUTES OF A GENERAL MEETING  
Tuesday 30 November 2021, 7:00pm, Staff Room**

**ATTENDANCE**

- Attendance record on file.

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

- **APOLOGIES**

- Jemma Weidinger
- Wendy McMahon
- Kim Fraser

- **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 26 October 2021 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 26 October 2021 at 6:00pm be taken as true and accurate records. Carried*

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

- Retirement of Education Assistant Maureen Schoch
- Parent database for 2022

- **BUSINESS ARISING FROM THE PREVIOUS MEETINGS**

- **Wish list update - Creative Play Space**

- There was meeting on site with Nature Playground. A suggestion was made to relocate the existing metal play equipment. This would reduce siteworks and can be incorporated better into design. Nature Playground will supply a few different playground designs, which is anticipated to be presented for the first P&C meeting in 2022.
- March/April is the earliest Nature Playground will be able to install.
- A new member joined the Creative Play Space committee - Sally Garrity.
- The six seasons art will be installed with the new Creative Play Space and incorporated into the design of the playground. The size of the poles overshadows the frog pond and will be better suited at the Creative Play Space.

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

**Incoming**

- Bank statements

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

- See attached President's Report.
- Highlights include:
  - Congratulations and a huge thank you to Sylvia Koh, Karen Ariyaratnam and everyone who helped with the Book Fair. Total sales were \$11,812 which \$1,014 will be provided for teacher's wish list and \$2,674 for the Lexile Program.

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

- See attached report.
  - The mango fundraising was \$880.

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

- See attached report.

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

- See attached report.
- Highlights include:
  - Pip will meet with Anna and employees next week to find out their preferences for work hours in 2022.
  - The Department of Education will enforce the mandatory vaccinations for employees of Canteen by start of next term. This does not apply to parents/carers who volunteer on average less than one day a week on site.

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

- See attached report.

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

- See attached report.
- Highlights include:
  - The campout was a sold out event and a great success. Everyone on the DUCKS Committee helped out and made for a streamlined process coordinating the event.
  - The big hits were the treasure hunt and dunking machine. The food trucks worked well, and 2 coffee vans are needed for next year. The North Beach Lions club provided breakfast in the morning which was fantastic and The Herdsman's donated some provisions.

**14. GENERAL BUSINESS**

**14.1 Zoom Membership**

- The annual Zoom Member will cost \$209.90.

*Resolution: That the Churchlands Primary School P&C Association Inc. will spend \$209.90 for funding cost of the Zoom. Carried.*

**14.2 Frog pond six seasons art**

- The original quote for Summer Brinkworth was for only a one day workshop. The school wanted all the students involved and ran a second workshop. Additional funds to cover Summer's cost is \$110.

*Resolution: That the Churchlands Primary School P&C Association Inc. will spend \$110 for funding cost of the Six Season Art artist workshop. Carried.*

#### **14.3 Welcome picnic**

- A name change from Welcome Picnic to the Back to School Picnic was voted on at the P&C General meeting in March. This will continue in 2022 with a tentative date of February 20<sup>th</sup> from 3-6pm.
- Possible suggestions included to go back to the water inflatables if possible, offer a sausage sizzle and Mr Howesmith's band to play.
- Also suggested, it is a great opportunity to introduce the P&C at this event.

*Resolution: That the Churchlands Primary School P&C Association Inc. will spend up to \$3000 for funding cost of the Back to School Picnic. Carried.*

#### **14.4 Retirement of EA Maureen Schoch**

- Maureen Schoch has worked as an Education Assistant at Churchland Primary School since 1994 and with the Department of Education since 1985.
- Tradition has been to collect donations from the school community to present her with a gift from the P&C. P&C funds cannot be used because it is not a benefit to the students.
- This will be communicated to the community first thing as the retirement party is Friday 3<sup>rd</sup> December.

#### **14.5 Parent database for 2022**

- The Parent database will begin to be populated with Kindy parents. At the start of the year, Class Reps will be given parent names and email addresses.

**15. NEXT MEETING DATE:** AGM – Tuesday 22<sup>nd</sup> February 2022, 7:00pm, Library

**MEETING CLOSED: 8:15 pm**

## **P &C President's Report - November 2021**

### **Executive Meeting**

Earlier this term, the P&C executives met to undertake a review of the P&C activities for 2021. With so many new faces on the Exec team this year, it took us awhile to get up and running, however we wanted to be proactive to get started on planning for 2022. This review involved:

- Defining the intent of each activity to ensure there was alignment with the new P&C aims
- incorporating the relevant P&C comments in the recent parent feedback survey
- assessing the effort vs outcome of each activity and discuss whether there is another way to achieve a better outcome
- understanding the effectiveness of the current communications and frequency.

A list of all the P&C activities for the year was compiled and discussed, with decisions made on each one to continue as is, revise the format, or to pause for now with the intention to review again in 2022. This was a very valuable exercise to put us on the front foot at the start of the new year.

### **P&C roles**

A review of the P&C roles identified opportunities to refine the current structure to remove duplication and create new roles to fill the gaps. There was a shared intent by all Executives to continue streamlining processes and reporting to make the P&C meetings more efficient and less daunting for new members to get involved.

### **Aboriginal designs for Six Seasons poles**

The Six Seasons poles have been completed and they look amazing! Summer Brinkworth from Myrtle Creative held two student workshops earlier this term for all classes from K-6. These poles have been designed to represent the six Aboriginal seasons and will soon be installed around the frog pond. This was funded by the P&C.

Thuy Acacio

P&C President

## Canteen Report 30<sup>th</sup> November 2021

Current Canteen Account Balance 21/11/2021 is \$59692.78

### Employees and Vaccinations

We have received notification from WACSSO that P&C Employees fall under the Mandatory Vaccination schedule. All employees in the canteen have been notified. They will need to be fully vaccinated by the start of Term 1 2022.

WACSSO highlighted that there is still a question mark over volunteers in schools and more information will follow.

### Summer Menu

New summer menu has been well received. We also introduced a Friday special of a Bacon and EGG Burger to use up bacon left over from the Camp out.

### Specials

Halloween recess special was a huge success – there were some great spooky creations. There will be an Egyptian themed lunch special on Friday 26<sup>th</sup> November.

### Finances

The canteen financial report for October is attached. It was a good month financially for the canteen.

October	Monthly Summary	
Total Deposits		7394.53
Totals Withdrawals		7279.84
Nett movement		114.69
Deposits		
	Daily Takings	1359.29
	QuickCliq	6035.24
	Gov Stimulus	0.00
Withdrawals		
	Wages, PAYG & Super	5323.06
	Petty cash	920.91
	Insurance	0.00
	Other	184.80
	Suppliers	851.07

## **Ducks Report**

Last Meeting:	Monday, 25th October 2021
Attendees (14)	Matt Rainbow, Brent Hedley, Luke Vanson, Lex Brickland, Daniel Romano
Apologies (2)	Hamish Buddle

## **Discussion:**

### **Camp Out 2021**

- Finalised key activities assigned to individuals
- Finalised key event logistics aligned to previous years
- Registration and communication update
- Limit of 105 tents

Next Meeting:	Post Camp Out event, November 2021
Agenda items	<ul style="list-style-type: none"><li>• Camp Out debrief</li></ul>

## Churchlands Principal's Annual Report 2021



**Churchlands**  
*Primary School*

### **Celebrating Successful Community Partnerships:**

I'd like to take this opportunity to thank Thuy, the P & C team and of course our community of parents, grandparents and carers for their great support throughout this year. We gradually gained steam as we ventured back into normal school life after a pretty difficult 2020. It was wonderful getting back to having a number of fundraising ventures that engaged the community, kids having fantastic fun and money being raised as a bonus. It could not have been achieved without the positive leadership and aligned vision of the P&C and the school. The generous and dedicated parent support provides the links in the building of the wonderful, positive CPS school culture. We can't thank the school community enough for your ongoing positive support and feedback on the exceptional educational opportunities provided to the students.

On behalf of all the CPS staff we wish you all a fantastic school break and festive season. We look forward to seeing what 2022 brings!

### **Some of the exiting things that happened in 2021!**

- Development of the Frog/Bog pond – linked to our Science/Sustainability/Environmental curriculum and direction.
  - Purchasing of various STEAM resources
  - Supporting the purchase of new and exciting reading books and resources to support the CPS curriculum direction.
  - Purchased math resources which supports the whole school maths program.
  - Supporting the opportunity to expand on flexible furniture in the PP and Year 1 classes.
  - Financial approval for the Oval Adventure Play Space
  - Hosted Rove McManus from Channel 10 The Project who was kept on his toes with our extremely bright kids and their views on Climate Change.
  - Hosted the Minister of Education and Minister for Environment; Climate Action; Commerce who announced the launch of a Sustainability Framework and School Clean Energy Tech Fund with Channel 9. Again our kids were amazing representative of CPS.
- These events occur due to the exceptional teaching and learning that occurs with the extra resources we can provide with support from the P & C.

I look forward to continued success as we venture into 2022.

Kim Fraser

Principal

30 November 2021

Respect • Resilience • Engage • Excel

## Churchlands Primary School P&C

# Treasurer's Report – 22nd November 2021

### Cash Balance

	1 <sup>st</sup> November 2021	22nd November 2021	Movement
P&C Main Account	\$ 77,719.42	\$ 76,098.44	-\$1620.98
Uniform Shop Account	\$ 25,781.46	\$ 24,504.62	-\$1276.84
Cash Balance	\$103,500.88	\$100,603.06	-\$2,896.84

### Receipts

Receipts from to 1<sup>st</sup> of Nov to 22nd of November 2021 comprised of -

Main Account	
P&C Membership	\$1.00
Graduation	\$680.00
Quiz Night	\$2,424.00
Camp out	\$1,015.00

Uniform Shop Account	
Uniform Sales – Online canteen	\$731.90
Uniform Sales – Square Reader	\$3,407.82
Uniform Sales - Cash	\$ 100.00

### Payments

Payments from 1<sup>st</sup> of Nov to 22nd of November 2021 comprised of –

Main Account	
Merchant Fee	\$40.90
Lapathon Prizes	\$373.39
Year 6 Music Show Expenses	\$851.24
Quiz Night Expenses	\$2,187.56
Camp Out Expenses	\$1,913.02

Uniform Shop Account	
Uniform Stock	\$ 5,516.56

### Netball Funds

Funds available @ 22 <sup>nd</sup> November 2021	\$3,839.86
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### DUCKS Funds



Funds available @ 22 <sup>nd</sup> November 2021	\$7,674.78
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## Uniform Shop Report

Tuesday 23 November

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.

### 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.

### Shop volunteers - still needed

We are still looking for more volunteers to add to our rosters in 2022. Please contact me if you'd like to help out on any term Tuesday mornings 8:15-9 or be on call to help out on our special open days.

### Special Open day for the new school year 2022

Special Open day will be Friday 28 January 2022, 9-11am.  
You can place an order online before Thursday 27 January and it'll be ready for you to pick up on Friday morning.

### New Price list for 2022

There are few items that we had to increase the price due to increased cost. New price list comes into effect from 1 Jan 2022.

### Year 6 Leavers polo/shirts for 2022

Letter will be sent out to Year 5 parents regarding ordering of Year 6 leavers shirts in Term 1 2022.

Thank you to all our volunteers in 2021.

kind regards,

Noriko  
Churchlands Primary Uniform Shop  
[churchlandsuniform@gmail.com](mailto:churchlandsuniform@gmail.com)