

**CHURCHLANDS PRIMARY SCHOOL
PARENTS AND CITIZENS ASSOCIATION INC.
MINUTES OF THE ANNUAL GENERAL MEETING
Tuesday 25 February 2020, 7:00pm, Library**

ATTENDANCE

- Attendance record on file.

1. WELCOME – PRESIDENT (Natanael Costea)

2. APOLOGIES

- Matthew Rainbow
- Kristie Downing
- Jessica Vanson

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 3 December 2019 at 7:00pm be taken as a true and accurate record. Carried

4. CONFIRMATION OF THE MINUTES FROM EXECUTIVE MEETINGS

Resolution: That the minutes of the Executive Meetings of Churchlands Primary School P&C Association held on 11 February and 19 February be taken as true and accurate records. Carried

5. CALL FOR OTHER BUSINESS FOR TONIGHT'S MEETING

- Solar panels for the school.

6. BUSINESS ARISING FROM THE PREVIOUS MEETINGS

- None

7. CORRESPONDENCE IN/OUT (Karen Ariyaratnam)

- Bank statements.
- Deposit book for the Canteen Account.
- Renewal of the PO Box service.

8. REPORTS

8.1 President's Report (Natanael Costea)

- See attached report.
- Highlights include:
 - The work of the P&C and the school community has provided valuable resources for children at our school.
 - The major fundraising events for the year were the federal election cake stall and sausage sizzle, Easter Raffle, Toy Story movie event, Rainbow Lapathon, Music Quiz Night and the toy stall at the Wembley Downs District Fair.
 - The Rainbow Lapathon was the biggest fundraiser for the year and the Music Quiz Night made a record profit. Thanks to Rebecca Brown for collecting the prizes for the quiz night.
 - A total of \$83,856 was donated to the school, which was used for the Creative Learning Space, school resources (e.g. maths, bikes for the ECE area and smart boards), commercial freezer for the canteen, commercial grade fan for the undercover area and the solar buddy and 9R programme.
 - Thanks to everyone who volunteered on a committee, helped in the canteen and uniform shop, organised an event or was a class rep.
 - Thanks to the Executive, especially Rochelle.

8.2 Presentation of the signed Solvency Declaration (Natanael Costea)

- It is a requirement under our new 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 19 February 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 signed a positive solvency declaration on behalf of the Executive Committee.
- The signed solvency declaration was presented at the 2020 AGM of the P&C and stated "We, the Executive Committee of the Churchlands Primary School Parents and Citizens Association Inc. declare, at an Executive Committee meeting held on 19/02/2020, that having reviewed and considered the Associations' current and projected financial position, in the Executive Committee's opinion the Association is solvent and there are reasonable grounds to believe that the Association will be able to pay its debts as and when they become due and payable".

8.3 Presentation and adoption of the financial statements for 2019 and auditor's review (Catherine Tonkin)

- Melissa Martino conducted a review of the 2019 Statements of Receipts and Payments for the Canteen, Uniform Shop and Main Account.
- The financial statements for 2019 were presented at the meeting and approved.
- The independent auditor's review report stated that "nothing has come to my attention that causes me to believe the Statements of Receipts and Payments do not give a true and fair view, in all material respects, of the financial performance of the Churchlands Primary School P&C Association for the period 1st September 2018 to 31st December 2019".
- The review found that there is still a material amount of cash receipts, especially for the canteen, that cannot be fully verified prior to their entry into the financial records. It is difficult to eliminate the use of cash at a primary school canteen, and to establish adequate controls, a volunteer would be required to be present at the end of each canteen day to verify the cash receipts. The cash receipts at the canteen are monitored to a certain degree by submitting a query to the Canteen Manager if the daily total varies significantly to normal amounts. The handling of cash receipts at the canteen was deemed not to be a high risk.
- An update on the cash balance to the 19 February was presented. The cash balance for the Main Account was \$50,977 and the cash balance for the Uniform Shop was \$15,869.
- The main receipts for the Main Account were the P&C contributions (\$26,900), Welcome Picnic ticket sales (\$1,160) and mango sales (\$690).
- The main receipts for the Uniform Shop account were uniform sales (\$14,925).
- The netball funds and DUCKs funds in the Main Account have carried over from last year.

8.4 Sub-Committee Reports

8.4.1 Canteen (Philippa de Morton)

- See attached report.
- Highlights include:
 - The current account balance for the Canteen Account is \$31,051.80.
 - The canteen roster has lots of vacancies, particularly later in the term.
 - A recruitment drive will be conducted next week to try to fill the Term 1 roster.
 - Our Canteen Manager, Anna Prosper, sold ice creams and soft drinks at the Welcome Picnic.
 - Anna has been given a debit card linked to a petty cash account to allow her to make purchases for canteen supplies.
 - A link to the online food safety training course has been sent to all canteen volunteers. Those who complete the online training will be given a \$6 voucher.

- A training/orientation session will run in Week 8 or 9 to train volunteers who do not complete the online training or who would like further information.

8.5 Principal's Report (Kim Fraser)

- See attached report.
- Highlights include:
 - Thanks to Natanael Costea, Rochelle Swan and the P&C team for their support during 2019.
 - There was good, open communication between the P&C and the school.
 - The P&C has supported the school in developing and adding to programmes and projects. These included the Creative Learning Space, which is very popular with the children and is well utilised; and the installation of a fan in the undercover area. P&C funding was also used to replace the bikes in the ECE area, purchase robot mats which are used at clubs run by Luke Johnson and purchase maths trolleys for the junior, middle and senior blocks.
 - The school received some federal government funding and this was used to install split system air conditioners in the junior block. However, the use of these additional air conditioners has affected the power supply at the school and the school has experienced power outages. A power upgrade will be required and the timing for this upgrade is likely to be about 3 months. The power upgrade will be paid for by the department, not the school.
 - Kim Fraser has spoken to the Department of Finance, Building Management and Works (BMW) to see whether solar panels can be installed at the school. The process would involve having a review undertaken to see whether it is feasible to install the panels on the roof. It would cost the school \$36,000 to have the review undertaken.
 - Kim will continue to liaise with the Department of Finance, BMW when they visit the school to discuss the potential car park realignment.

9 ELECTIONS

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

9.1	EXECUTIVE OFFICE BEARERS	
i.	President	Alischa Adam (nee Wunsch)
ii.	Vice President	Seema Karami
iii.	Secretary	Karen Ariyaratnam
iv.	Appointed Secretary (non-executive role)	Gemma Taylor
v.	Treasurer	Shee Yee (Hazel) Chin
9.2	EXECUTIVE MEMBERS	
i.	Communications Officer	Hayley Sims
ii.	Canteen Coordinator	Philippa de Morton
iii.	Fathering Project DUCKs Coordinator	Matthew Rainbow
iv.	Executive Member	Gemma Taylor
9.3	OTHER	
i.	DUCKs Committee	
	Fathering Project DUCKs Coordinator (Executive member)	Matthew Rainbow
	Committee (up to 6 including executive member)	Luke Vanson Daniel Romano Lex Brickland Hamish Buddle

ii.	Canteen Committee	
	Canteen Coordinator	Philippa de Morton
	Committee (not more than 10 including executive member)	Ritika Sharma Sylvia Koh Hayley Sims Rochelle Swan Shee Yee (Hazel) Chin
	Canteen Treasurer	Philippa de Morton
iii.	Netball Committee	
	Netball Coordinator	Jessica Vanson
	Committee (not more than 10 including executive member)	Claire de Frank Lee Ngho Seet Shannon Ryan Tracy Jurg Grady Coyne Sandra Holmes Catherine Tonkin Rebecca Payne Gemma Taylor (Executive member)
iv.	9R Friend	Vacant
v.	Scholastic Coordinator	Sylvia Koh Rochelle Swan Yasmeen Iqbal Rosemary Edwards
vi.	Entertainment Book Organiser	Melissa Morphet
vii.	Uniform Shop Manager	Noriko Suizu
	Signatories on the P&C Accounts	Catherine Tonkin Alischa Wunsch Shee Yee Chin Philippa de Morton Seema Karami
	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 (Red)	Vacant
	ECE U4 (Blue)	Shee Yee (Hazel) Chin
	ECE U1 (pre-primary)	Caela Sidwell
	ECE U2 (pre-primary)	Emma Matson
	ECE U3 (Kindy)	Jessica Young
	ECE U3 (pre-primary)	Shannon Ryan and Louise Sargent
	Room 1 (year 1 & 2)	Vivian Zhang
	Room 2 (year 1)	Hayley Sims and Valentina Georgiadis
	Room 3 (year 1)	Skye Cooper
	Room 4 (year 2 & 3)	Gemma Taylor
	Room 5 (year 2)	Natalie Romano
	Room 6 (year 2)	Vacant
	Room 14 (year 3)	Yasmeen Iqbal
	Room 16 (year 4)	Rosemary Edwards
	Room 17 (year 3 & 4)	Nidhi Arora
	Room 9 (year 4)	Thuy Acacio
	Room 7 (year 4 & 5)	Vacant
	Room 8 (year 5)	Nicola Van de Werve
	Room 11 (year 5)	Rebecca Brown

	Room 10 (year 6)	Simone Hansen
	Room 12 (year 6)	Rochelle Swan
	Room 13 (year 6)	Benita Di Giovanni

10 APPOINTMENTS

11.1 Appointment of Reviewer of Financial Statements for 2020

- Melissa Martino is appointed as the reviewer of the financial statements for 2020.
- In accordance with the P&C constitution, the financial records of the association must be reviewed every year.

11.2 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 there are usually 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.
- The delegates for the conference will be Alischa Adam (nee Wunsch) (President) and Seema Karami (Vice-President).

11.3 Appointment of Signatories on the P&C Accounts

- 2019 Executive P&C Members Natanael Costea and Rochelle Swan are to be removed as official signatories on all P&C accounts.
- Alischa Wunsch, Seema Karami and Shee Yee Chin are the new official signatories on all P&C accounts.
- Catherine Tonkin and Philippa de Morton are maintained as signatories on all P&C accounts.
- All relevant banking paperwork will be completed by Executive Members involved and they will receive access information and equipment.
- In accordance with the P&C constitution, all P&C Accounts have a requirement of two authorised signatories to sign.

11 GENERAL BUSINESS

11.1 Purchase of iPad to facilitate electronic payments at Uniform Shop – proposal to spend up to \$500

- The P&C owns a square reader which was originally purchased to make card payments easier at the music quiz night.
- The Uniform Shop would like to use the square reader instead of the EFTPOS machine as the EFTPOS machine is quite old and can be temperamental. The EFTPOS machine also has monthly fees and transaction fees, whereas using the square reader would only incur transaction fees.
- To use the square reader, a smart device, like an iPad, needs to be purchased.
- The use of the square reader and iPad will help to keep track of stock in the Uniform Shop.
- The square reader and iPad will also be used in the Canteen.

Resolution: That the Churchlands Primary School P&C Association purchases an iPad (up to the value of \$500) to be used with the square reader. Carried

11.2 School 'wish list' of spending presented for approval – proposal to spend \$54,700

- The "Churchlands PS P&C Resource List 2020" was developed in consultation with staff.
- The purchase of flexible furniture for classrooms in Kindy to Year 6 is in line with the Department of Education's direction to create spaces for cooperative learning and to cater for the different learning styles of different children (\$6,000).

- A split system air conditioner is required for Room 9 as it is the only classroom without one (\$6,000).
- As part of the Creative Learning Space, the community frog pond needs to be completed (\$14,000).
- More maths resources will be purchased for the maths trolleys in the junior, middle and senior blocks (\$5,000).
- Writing and reading resources will be purchased, as literacy is a priority focus area for the school (\$5,000).
- The school would like to engage an Indigenous artist/s to work with the children to paint murals and create clay totem poles and these projects would be linked to studying and understanding the Indigenous culture (\$6,000).
- Some items (a camera, blue bots and dash robots) are required to enhance the STEAM programmes in the school (\$2,700).
- One school tent, with the school's name on it, has been purchased but an additional four faction tents that are lighter and easier to transport are required (\$10,000).

Resolution: That the Churchlands Primary School P&C Association will vote on each item on the resource list. Carried

- 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 \$30,000 readily available to be given to the school.
- The items that the P&C is able to fund as a priority, are the: flexible furniture (\$6,000); the split system air conditioner for Room 9 (\$6,000); maths resources (\$5,000); writing and reading resources (\$5,000); Indigenous murals/totem poles (\$6,000); and the STEAM resources (\$2,700).

Resolution: That the Churchlands Primary School P&C Association contributes \$6,000 for the flexible furniture as described on the "Churchlands PS P&C Resource List 2020". Carried

Resolution: That the Churchlands Primary School P&C Association contributes \$6,000 for the split system air conditioner as described on the "Churchlands PS P&C Resource List 2020". Carried

Resolution: That the Churchlands Primary School P&C Association contributes \$5,000 for the maths resources as described on the "Churchlands PS P&C Resource List 2020". Carried

Resolution: That the Churchlands Primary School P&C Association contributes \$5,000 for the writing and reading resources as described on the "Churchlands PS P&C Resource List 2020". Carried

Resolution: That the Churchlands Primary School P&C Association contributes \$6,000 for the visual arts projects as described on the "Churchlands PS P&C Resource List 2020". Carried

Resolution: That the Churchlands Primary School P&C Association contributes \$2,700 for the STEAM resources as listed on the "Churchlands PS P&C Resource List 2020". Carried

- The P&C will consider providing funding for the community frog pond once quotes have been provided that show a breakdown of costs for the \$14,000 requested. It should be noted that the P&C would like to be provided with quotes for large projects and those that involve building works.
- The P&C will also provide funds for the four faction tents once more money has been raised through fundraising efforts in 2020.

- The larger projects for consideration are: (i) the pick-up shelter; (ii) car park realignment; and (iii) shade on the west side of the junior block.

Resolution: That the Churchlands Primary School P&C Association's fundraising efforts in 2020 will go towards the provision of shade for the west side of the junior block. Carried

11.3 Annual Calendar of P&C activities and events presented for approval

- The annual planner of P&C events is similar to last year.
- A cake stall roster will be distributed to class reps soon.
- The Lapathon has been moved to earlier in the year based on feedback that if we hold another Rainbow Lapathon, which involves the children getting wet as water is required to suppress the dust from the coloured powder, then the event should be held when the weather is warmer.
- The Year 3 parent group will be responsible for the family event and they may wish to hold a movie event. There is the possibility of organising an advanced screening of the next Minions movie.
- The Athletics Carnival cake stall will be run by the Year 6 parent group and will be in Term 3.
- The Learning Journey will be held in Term 3 and the P&C will support the school with this event, if requested.
- The DUCKs will hold the Bunnings Sausage Sizzle on 5 September (day before Father's Day).
- The social event will be held in Term 4 and it is up to the Year 4 parent group to decide what type of event they would like to organise. It does not have to be a quiz night.
- The P&C hopes to have a toy stall at the Wembley Downs District Fair on 31 October.
- The pre-primary group might organise a tea towel fundraiser as this was a suggestion from last year.
- The Scholastic Book Fair was moved back to Term 4 instead of being linked to the Learning Journey, as it was difficult to get sufficient volunteers to sell books on the night of the Learning Journey last year.
- The Year 5 parent group will be responsible for providing the Graduation Morning Tea at the end of the year.

11.4 Contingency and emergency spending approval motions

- Under the new Constitution, all financial motions need to be presented to members with seven days' notice and approved at a meeting.
- On some occasions, there might be a requirement to spend money without having the time to give seven days' notice and seek approval at a meeting. Therefore, a motion needs to be put forward to allow money to be spent and then retrospective approval to be sought.

Resolution: That the Treasurer and President, together, have delegated authority to spend up to \$200 per event on unforeseen expenses with a motion to retrospectively approve expenditure to be moved at the next General Meeting. Carried

11.5 Easter Raffle

- The Easter Raffle will be drawn at an assembly on Wednesday 8 April.
- The Year 1 class reps will need to form a committee to organise the Easter Raffle.
- The Easter Raffle does not cost the P&C any money to organise, as we have the cellophane bags and ribbon. The donation of prizes comes directly from the school community.

11.6 ANZAC Wreaths

- The P&C will help to coordinate volunteers to make wreaths for the ANZAC day assembly.
- Florist foam wreaths will need to be purchased to make the ANZAC wreaths.

Resolution: That the Churchlands Primary School P&C Association spends up to \$150 to buy florist foam wreaths for the ANZAC day assembly. Carried

11.7 Solar Panels for the School

- This is discussed under “**8.5 Principal’s Report**”.

12 NEXT MEETING DATE: Tuesday 31 March 2020, 7:00pm, Staff Room

MEETING CLOSED: 9:20pm

P&C President's Report

February 2020

It's been an amazing year at the P&C and I am grateful for the amazing team we have! Together with the CPS community we've amassed valuable resources for our children.

The 2019 highlights include:

- Federal Election Cake Stall and Sausage Sizzle,
- Easter raffle,
- Toy Story Movie Night,
- Rainbow Lapathon (biggest fundraiser \$14,000),
- Music Quiz Night (record making \$10,050 profit), and
- second hand toy stall at Wembley Downs District Fair.

All these wonderful community building events have also enabled us to donate **\$83,856** to the school!

The donated funds covered some vital school resources including:

- The New Creative Nature Play Space outside the library (\$30,000)
- Wish List Resources: new bikes for the ECE area, sand toys for the junior area, a mobile smartboard for the senior school, new maths trolleys throughout the school and much more (\$22,850).
- Solar buddy and 9R program
- The purchase of a new commercial freezer for our well utilised canteen.
- Generated \$3,056 worth of scholastic books for our library and school classrooms.
- And \$13,000 for a commercial grade fan for the undercover area.

The P&C continues to offer amazing services to the school; uniform shop, canteen, Fathering Project, and the netball club.

Thank you to our whole community! They help us achieve what we do. People who volunteer on a committee, help in the canteen or uniform shop, organise an event or be a class rep.

Special thanks to the executive, and to Rochelle ☺.

Solvency Statement Declaration

We, the Executive Committee of the CHURCHLANDS PRIMARY SCHOOL
Parents and Citizens Association Inc. declare, at an Executive Committee meeting held on
19/02/2020, that having reviewed and considered the Associations' current and
projected financial position, in the Executive Committee's opinion the Association is solvent and
there are reasonable grounds to believe that the Association will be able to pay its debts as and
when they become due and payable.

Signed by the P&C President on 19/02/2020 (date), on behalf of the Executive
Committee of the CHURCHLANDS PRIMARY SCHOOL
Parents and Citizens Association Inc.

P&C President signature



P&C President full name

NATANAEL COSTA

INDEPENDENT AUDITOR'S REVIEW REPORT

To the members of the Churchlands Primary School P&C Association

Report on the Statements of Receipts and Payments

I have reviewed the Statements of Receipts and Payments ("the Statements"), being a Special Purpose Financial Statement, of the Churchlands Primary School P&C Association for the period 1st September 2018 to 31st December 2019. This comprised separate statements for the Canteen, Uniform Shop, and Main Account. This review report is for all Statements collectively.

Committees' Responsibility for the Statements

The Churchlands Primary School P&C Committee are responsible for the preparation of the Statements that gives a true and fair view and has determined that the basis of preparation is appropriate to meet the requirements of the *Australian Charities and Not-for-profits Commission Act 2012* (ACNC) and the needs of the members. The P&C Committee's responsibility is to also include such internal control that they determine necessary to enable the preparation of the Statements that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

My responsibility is to express a conclusion on the Statements based on my review. I conducted my review in accordance with Auditing Standard on Review Engagements (*ASRE 2415*), in order to state whether anything has come to my attention that causes me to believe that the Statements do not give a true and fair view of the entity's financial performance for the period ended 31st December 2019.

A review of the Statements consisted of making enquiries, reviewing bank statements, and applying analytical and other review procedures. A review is substantially less in scope than an audit and consequently does not enable me to obtain assurance that I would become aware of all significant matters that might be identified in an audit. Accordingly, I do not express an audit opinion.

Independence and Ethics

In conducting my review, I have complied with the independence and ethical requirements of the Australian professional accounting bodies.

Basis for Qualified Conclusion

Whilst the Churchlands Primary School P&C Association have introduced QKR in 2018 to increase online sales, there is still a material amount of cash receipts, especially for the canteen. It is impracticable to establish adequate control over the collection of such cash prior to entry into its financial records. Accordingly, my audit review procedures were restricted to the amounts recorded in the financial records and I am unable to conclude whether the recorded cash receipts are complete.

Qualified Conclusion

Based on my review, which is not an audit, with the exception of the matter described in the Basis for Qualified Conclusion paragraph, nothing has come to my attention that causes me to believe the Statements of Receipts and Payments do not give a true and fair view, in all material respects, of the financial performance of the Churchlands Primary School P&C Association for the period 1st September 2018 to 31st December 2019.



Melissa Martino, CPA
Churchlands WA 6018

21st February 2020

Churchlands Primary School P&C Association

Main P&C Account

Cromarty Road
Floreat WA 6014

Statement of Receipts and Payments

01/09/2018 to 31/12/2018 (4 Months)

Receipts

P&C Contributions		\$100.00
P&C Membership Fees		\$18.00
Fundraising - School		
Cake Stalls	\$1,611.15	
Lapathon	\$14,224.20	
Entertainment Book Commission	\$1,302.00	
Fundraising School	\$690.00	
Total Fundraising - School		\$17,827.35
Eftpos Sales (BWAMS Payment)		\$8,619.00
Welcome Picnic		\$55.00
Scholastic Books		\$5,373.00
School Staff Farewell Funds		\$750.00
Year 6 Musical		\$350.00
Graduation		\$3,085.00
DUCKS Camp out		\$2,970.00
DUCKS Fathering Project		\$2,851.75
Total Receipts		\$41,999.10

Payments

Donations to School		\$39,150.00
Fundraising Expenses - School		
Lapathon	\$798.36	
School Year Events	\$859.57	
Social Event (Casino Royale)	\$450.00	
Total Fundraising Expenses - School		\$2,107.93
Graduation		\$4,043.73
Eftpos fees (BWAMS & CBA fees)		\$673.92

Staff Farewell Presents	\$882.80
Scholastic Books	\$5,373.00
Netball	\$350.00
Transfer to Uniform Shop Account from Eftpos Sales	\$8,619.00
DUCKS Camp Out	\$1,575.10
DUCKS Fathering Project	\$1,160.84

Total Payments	<hr/>	\$63,936.32
Net Receipts / (Payments)		<hr/> -\$21,937.22
Bank Balance at 1/09/2018		\$65,251.67
Bank Balance at 31/12/2018		<hr/> \$43,314.45 <hr/>

Churchlands Primary School P&C Association

Main P&C Account

Cromarty Road
Floreat WA 6014

Statement of Receipts and Payments

01/01/2019 to 31/12/2019

Receipts

P&C Contributions	\$29,180.00
P&C Membership Fees	\$26.00

Fundraising - School

Cake Stalls	\$3,267.15
Lapathon	\$14,512.55
Entertainment Book Commission	\$1,148.00
Easter Raffle	\$2,695.55
Wembley Downs Fair	\$983.33
Election Day Sausage Sizzle	\$3,165.05
Quiz Night	\$15,836.37
Donations to P&C	\$457.00
Movie Event	\$2,610.00
Total Fundraising - School	\$44,675.00

Eftpos Sales (BWAMS Payment)	\$32,489.10
Welcome Picnic	\$1,560.00
Scholastic Books	\$3,723.30
Year 6 Musical	\$1,056.00
Graduation	\$4,751.20
DUCKS Camp out	\$3,210.00
DUCKS Fathering Project	\$2,913.30
Netball	\$12,737.53

Total Receipts	\$136,321.43
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Payments

Donations to School	\$78,188.34
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Fundraising Expenses - School

Lapathon	\$2,628.87
Movie Event	\$1,300.00
Quiz Night	\$5,914.86

Churchlands Primary School P&C Association

Main P&C Account

Cromarty Road
Floreat WA 6014

Statement of Receipts and Payments

01/01/2019 to 31/12/2019

Election Day Sausage Sizzle	<u>\$559.00</u>	
Total Fundraising Expenses - School		\$10,402.73
Welcome Picnic		\$2,596.16
Eftpos fees (BWAMS & CBA fees)		\$1,604.80
Scholastic Books		\$3,723.10
Netball		\$11,737.05
Insurance		\$1,441.00
ANZAC Day		\$104.72
WACSSO Membership		\$1,049.35
Conferences		\$152.25
Year 6 Musical		\$1,056.00
Graduation		\$4,578.12
Transfer to Uniform Shop Account from Eftpos Sales		\$31,921.90
Transfer to Canteen Account from Eftpos Sales		\$378.20
DUCKS Camp Out		\$1,701.23
DUCKS Fathering Project		\$2,296.80
Miscellaneous		<u>\$1,963.59</u>
Total Payments		\$154,895.34
Net Receipts / (Payments)		<u>-\$18,573.91</u>
Bank Balance at 1/01/2019		\$43,314.45
Bank Balance at 31/12/2019		<u><u>\$24,740.54</u></u>

Churchlands Primary School P&C Association

Uniform Shop Account

Cromarty Road
Floreat WA 6014

Statement of Receipts and Payments

01/09/2018 - 31/12/2018 - (4 months)

Receipts

Cash Sales	\$1,085.00
Online Uniform	\$3,489.21
Eftpos Sales	\$8,619.00
Leavers Jumpers	\$0.00
Rain Jackets	\$0.00
Miscellaneous	

Total Receipts	<hr/>	\$13,193.21
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Payments

Shops for Shops	\$0.00
Perm A Pleat	\$5,174.84
Aussie Gold	\$0.00
School Products Australia	\$851.57
Spartan	\$6,461.96
Wanneroo Uniforms	\$9,393.35
Crocodile Creek	\$1,500.00
Leavers Jumpers	\$48.00
Miscellaneous	\$0.00

Total Payments	<hr/>	\$23,429.72
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Net Receipts / (Payments)	<hr/>	-\$10,236.51
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Bank Balance at 1/09/2018		\$14,641.48
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Bank Balance at 31/12/18	<hr/>	<u>\$4,404.97</u>
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Churchlands Primary School P&C Association

Uniform Shop Account

Cromarty Road
Floreat WA 6014

Statement of Receipts and Payments

01/01/2019 - 31/12/2019

Receipts

Cash Sales	\$4,878.00
Online Uniform	\$21,426.33
Eftpos Sales	\$31,649.90
Miscellaneous	\$44.00

Total Receipts	<hr/>	\$57,998.23
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Payments

Shops for Shops	\$400.00
Perm A Pleat	\$2,019.60
School Products Australia	\$352.50
Spartan	\$14,641.03
Wanneroo Uniforms	\$35,136.98
Crocodile Creek	\$1,350.00
Miscellaneous	\$131.90

Total Payments	<hr/>	\$54,032.01
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Net Receipts / (Payments)	<hr/>	\$3,966.22
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Bank Balance at 1/01/2019		\$4,404.97
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Bank Balance at 31/12/19	<hr/> <hr/>	\$8,371.19
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Churchlands Primary School P&C Association Inc

Canteen Account

Cromarty Road

Floreat WA 6014

Statement of Receipts and Payments

01/09/2018 to 31/12/2019

Receipts

Cash Sales	\$62,896.65
Online Sales	\$84,062.80
EFTPOS	\$378.20
Total receipts	\$147,337.65

Payments

PAYG	\$4,918.00
Petty Cash	\$15,627.84
Purchases	\$3,000.00
Wages	\$47,504.83
Brownes	\$4,478.24
Insurance	\$1,032.00
Just Pizza	\$3,813.49
Mrs Macs	\$0.00
PFD	\$4,300.55
Ward Packaging	\$502.34
Sasuke	\$13,340.28
WestOz	\$18,178.65
Super	\$4,610.98
Optus	\$180.00
Other	\$28,157.83
Total payments	\$149,645.03
Net Receipts/(Payments)	-\$2,307.38

Churchlands Primary School P&C

Treasurer's Report – 19th February 2020

Cash Balance

	1 st Jan 2020	19 th Feb 2020	Movement
P&C Main Account	\$24,740	\$50,977	\$26,237
Uniform Shop Account	\$8,371	\$15,869	\$7,498
Cash Balance	\$33,111	\$66,846	\$33,735

Receipts

Receipts from to 1st of Jan to the 19th of Feb 2020 comprised of -

Main Account	
P&C Contributions	\$26,900
Welcome Picnic	\$1,160
Mango Sales 2019	\$690

Uniform Shop Account	
Uniform Sales	\$14,925

Payments

Payments from 1st of Jan to 19th of Feb 2020 comprised of –

Main Account	
Welcome Picnic	\$2,490

Uniform Shop Account	
Uniform Stock	\$ 7,426

Netball Funds

Funds available @ 19 th Feb 2020	\$ 1,382
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DUCKS Funds

Funds available @ 19 th Feb 2020	\$6,510
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Canteen Report 25th February 2020

Current Canteen Account Balance \$31,051.80

Roster

The Term 1 roster has lots of vacancies. We had lots of people pull out at the end of last year so need to sign up some new volunteers. We will do a volunteer drive next week, focusing on the younger years to try and capture new parents.

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. There is a Term 1 roster up in the canteen if anyone wants to put their name down.

Events

Canteen sold ice-creams and soft drinks at the welcome picnic.

Canteen Bank Account

A new petty cash bank account with card access has been set up now and has been running well since the start of the school year.

Food Safety Training

The information and link has been issued to all canteen volunteers. Anna and the committee will also run a training / orientation in Week 8 or 9 to capture people who do not complete the online training, or who would like further information.

Finances

The canteen financial report for January is attached. Prices will be reviewed towards the end of the term to ensure the canteen is self funded.

January	Monthly Summary	
Total Deposits		0.00
Totals Withdrawals		5846.07
		-
Nett movement		5846.07
Deposits		
	Daily Takings	0.00
	OOO	0.00
Withdrawals		
	Wages, PAYG & Super	4816.07
	Petty cash	1000.00
	Insurance	0.00
	Other	1444.81
	Suppliers	30.00



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PRINCIPAL'S ANNUAL REPORT 2019

P&C Annual General Meeting

Welcome back to another exciting year at CPS!

We had great start to the school year with students settling in very well!

Celebrating Successful Community Partnerships: I'd like to take this opportunity to thank Natanael, Rochelle and the P & C team for the tremendous amount of support, both physically and financially, throughout 2019. We embarked on numerous projects and events and the rewarding outcomes could not have been achieved without the positive leadership and aligned vision of the P&C and school.

I look forward to working with the P & C to develop a plan that supports our direction ensuring that we provide the best possible learning environment for our children and continue to build on our positive parent and community relationships. Without the huge commitment made to be an active school member, CPS would not have the opportunity to further grow and develop into the excellent community culture it is today.

Some of the exciting things that happened in 2019!

We had a very productive and rewarding year working with the P & C to support us in developing and value adding to programmes and projects.

- Installation of the Creative Learning Environment
- Installation of Big Ass Fan in the undercover area
- Replacement of bikes in the ECE
- Active outdoor equipment for the Junior years
- Critical Thinking Puzzles for the library
- Robot mats
- Additional Flexible furniture for the year 5/6
- Maths trolleys and resources for each block
- New CPS Tent for sports events.

The school also installed split system air conditioners in the junior block with targeted Federal funding.

Kim Fraser
PRINCIPAL
25 February 2020



Churchlands PS P & C Resource List 2020

The partnerships built with the P & C Parent Community plays an important role in enabling us as a school community to provide the most innovative and excellent teaching and learning environment for all our students.

We look forward to collaboratively working as a team to continue this partnership as we further grow and develop our directions outlined in our Business Plan 2017 – 2019 and link this with our new Business Plan 2020 - 2023. Please note that all requests are directly linked to our School Board sanctioned Business Plan 2017 – 2019 and have come from staff requests and their full input. This Resource List was developed in collaboration with the P & C Executive.

Focus	Funds Required/Overview	Focus Area		\$
Curriculum Development	<p>Value adding to our resources enables greater capacity of use across the school from K – 6.</p> <p>All identified resources are linked to our Business Plan, school and System directions. Our major focus is on providing optimal opportunities for students to learn and grow in a creative and critical thinking environment.</p> <p>Early childhood/Year 1/2 resources link in with the National Quality Standards ensuring students are provided opportunities to actively engage in play based environments.</p>	Yr K - 6	<p>More Hokki (wobbly) stools and flexible furniture to support students with educational and learning needs.</p> <ul style="list-style-type: none"> • Stools ~ \$180 ea • Desks – stand up and shaped \$200 ea • Kindy – new flexible desks to replace old desks linking with ECE focus in creative and critical thinking. 	\$6 000
		Room 9	<ul style="list-style-type: none"> • Split system aircon – only room without this. • (P&C Building Funds transfer \$4000 approx) 	\$6 000
		Frog Pond	<ul style="list-style-type: none"> • Completion of community frog pond - linked to the Creative learning Space • Quote required – see Nature Play plans 	\$14000
		Mathematics	<ul style="list-style-type: none"> • Purchase of further math resources for math block trolleys 	\$5 000
		English	<ul style="list-style-type: none"> • Purchase of writing and reading resources to support school directions. 	\$5 000



		Visual Arts Beautification of the school	<ul style="list-style-type: none"> Financial support to provide the opportunity for Mural Artists to come into school and work with the community to <ul style="list-style-type: none"> ➤ paint demountable walls facing the oval. ➤ Painted Mural to replace lattice work on middle block near drink fountains ➤ Make clay totem poles to place in school gardens 	\$1000 PALS grant – Funding application by school. \$6000 P & C
		STEAM	<ul style="list-style-type: none"> Samsung Gear 360 Camera Blue Bots Swarm Dash Robots x 4 	\$400 \$1100 \$1200
		Physical Education	<ul style="list-style-type: none"> 4 more Faction tents – that are lighter and easier to transport ~\$2500 each 	\$ 10 000
Total				\$54700
Large Projects for future planning/consideration				
				Quotes required
		<ul style="list-style-type: none"> Pick up area shelter 	<ul style="list-style-type: none"> To provide shelter for students from the weather elements while they wait to be collected 	
		<ul style="list-style-type: none"> Carpark Realignment 	<ul style="list-style-type: none"> Re mark carpark – pick up and drop off zone removing car bays adjacent to the lawn area and include this area as a drive through to pick up /drop off. Making it a safer place for students. School Board Chair has approached Local Member – Sean Le Strange for support with this. 	
		<ul style="list-style-type: none"> Shade on the West side of the Junior block 	<ul style="list-style-type: none"> Due to heat in the classrooms and inability to keep students lunches in their bags. 	

**CHURCHLANDS PRIMARY SCHOOL
PARENTS AND CITIZENS ASSOCIATION INC.
MINUTES OF AN EXECUTIVE MEETING
Tuesday 11 February 2020, 7:15pm**

IN ATTENDANCE:

- Rochelle Swan, Catherine Tonkin, Hayley Sims, Philippa de Morton, Gemma Taylor, Karen Ariyaratnam

APOLOGIES:

- Natanael Costea, Matt Rainbow

1. RULES OF THE MEETING

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

2. P&C WELCOME PICNIC

- 2.1 The inflatables (waterslide, obstacle course, small slide and bouncy castle) have been booked and confirmed for Sunday. They will arrive onsite between 12 and 12:30pm.
- 2.2 A food van (Con Pebre) and a Boost Juice van have also been booked.
- 2.3 The canteen will sell ice creams and soft drinks.
- 2.4 Tickets cost \$5 and are available for purchase on Qkr!.
- 2.5 Ticket sales will close at 5pm on Saturday 15 February but tickets can also be purchased on the day.
- 2.6 All inflatables, except the bouncy castle, will be supervised by Monsterball Amusements staff. A roster will be put together for volunteers to supervise the bouncy castle. There will be ½ hour shifts for the roster.
- 2.7 Rochelle Swan and Catherine Tonkin will hand out wrist bands on the day.
- 2.8 Ticket sales have been slow, but a hardcopy Chatter will be sent home tomorrow and reminders will be posted on Flexibuzz, Seesaw (if possible) and the electronic sign.

ACTION: Rochelle Swan to pick up keys from Maree Brady and advise Minoj that there may be extra cleaning on Monday morning.

3. PARENT INFORMATION SESSIONS

- 3.1 Rochelle Swan has prepared a Powerpoint presentation about the role of the P&C and the need for parents to get involved.

- 3.2 Parent information sessions were held for Rooms 1, 5 and 6 tonight, and Rochelle Swan gave a presentation about the P&C.
- 3.3 Hayley Sims will give a presentation to the Room 9 parents on 17 February.
- 3.4 Rochelle Swan or Benita Di Giovanni will give a presentation to the Rooms 10, 12 and 13 parents on 17 February.
- 3.5 Gemma Taylor will give a presentation to the Room 4 parents on 18 February.
- 3.6 Philippa de Morton or Hayley Sims will give a presentation to the Rooms 2 and 3 parents on 18 February.
- 3.7 Rochelle Swan will give a presentation to the Rooms 7, 8 and 11 parents on 18 February.
- 3.8 Rochelle Swan will also give a presentation to the Rooms 14, 16 and 17 parents on 18 February.

ACTION: Rochelle Swan to ask Luke Johnson for the dates for the kindy and pre-primary parent information sessions.

4. CLASS REP NOMINATIONS

- 4.1 There have not been many nominations for class reps for 2020.
- 4.2 This week's Chatter will highlight the need for class reps, with the aim of having the positions filled by Week 3.
- 4.3 A meeting for the class reps could be held in Weeks 4 or 5.

5. P&C NOMINATIONS 2020

- 5.1 Nominations have been received for the positions of Treasurer, Communications Officer, Secretary and Appointed Secretary.
- 5.2 No nominations for President, Vice President and Fathering Project DUCKs Coordinator have been received. The aim is to have these positions filled by the AGM. If no nominations are received by 28 February, the Canteen and the Uniform Shop will close in Week 5.

RESOLUTION: That the Churchlands Primary School P&C will close the Canteen and Uniform Shop in Week 5 of Term 1 if the positions of President and Vice President are not filled. Carried

6. P&C PLANNER 2020

- 6.1 The P&C will continue to run cake stalls this year, with 2-3 classes being responsible for each cake stall.
- 6.2 There is the possibility of moving the Lapathon to Week 4 of Term 2, if the Year 2 parent group decide to organise a Colour Run for this year.

- 6.3 There is the possibility of holding a movie night as the family event (organised by the Year 3 parent group). This could be held in Week 9 of Term 2.
- 6.4 The Scholastic Book Fair has been booked and will be held in Week 7 of Term 4.
- 6.5 The Teachers' Breakfast will be in Term 4, but the date for this needs to be confirmed with the school. The official date for World Teachers' Day is 5 October, but the Australian date for World Teachers' Day is the last Friday of October.
- 6.6 The major P&C parent social event is likely to be held in the first few weeks of Term 4.
- 6.7 The P&C will look at having a stall at the Wembley Downs District Fair. The stall will be organised by the Year 5 parent group.
- 6.8 There is the possibility that the kindy and pre-primary parent groups might want to organise a tea towel fundraiser.

ACTION: Rochelle Swan to ask the school when they would like the P&C to host the Teachers' Breakfast.

ACTION: Rochelle Swan to find out whether a date has been set for the Wembley Downs District Fair.

7. EFTPOS MACHINE VS SQUARE READER FOR UNIFORM SHOP

- 7.1 There is a monthly fee and transaction fees for the use of the EFTPOS machine in the Uniform Shop. Lately, the EFTPOS machine has been temperamental and may need to be replaced.
- 7.2 The P&C owns a square reader, which was purchased for the parent social event last year, and this could be used in the Uniform Shop as it allows for the stock to be tracked more easily. However, an iPad would need to be purchased for the square reader to be used.
- 7.3 The P&C will vote on whether to purchase an iPad for the square reader (at a cost of up to \$500), at the AGM.

ACTION: Karen Ariyaratnam to prepare the agenda for the AGM and to list the purchase of an iPad as an agenda item.

8. SCOUTS WA RECYCLING

- 8.1 Scouts WA Recycling has been selected to join the WA government's "Containers for Change" container deposit scheme. The school could collect eligible containers and would receive a payment of 10c per container.
- 8.2 The information will be passed on to Mrs Samsa to see if the school's Environmental Team is interested in implementing the program.

9. BUSY BEE

9.1 The P&C will aim to hold two busy bees at the school in 2020. The date of the first busy bee will be discussed at the meeting on 31 March.

ACTION: Karen Ariyaratnam to add “Busy Bee” to the agenda for the meeting scheduled for 31 March.

10. MEETING CLOSED: 9:00pm

**CHURCHLANDS PRIMARY SCHOOL
PARENTS AND CITIZENS ASSOCIATION INC.
MINUTES OF AN EXECUTIVE MEETING
Wednesday 19 February 2020, 2:50pm**

IN ATTENDANCE:

- Natanael Costea, Rochelle Swan, Catherine Tonkin, Gemma Taylor, Karen Ariyaratnam

APOLOGIES:

- Matt Rainbow, Philippa de Morton, Hayley Sims

1. RULES OF THE MEETING

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

2. SOLVENCY STATEMENT

- 2.1 Under the Churchlands Primary School Parents and Citizens' Association Incorporated Constitution, the P&C cannot trade if it is insolvent.
- 2.2 Solvency is defined in s 95A (1) of the *Corporations Act 2001* as "the ability to pay all debts as and when they become due and payable".
- 2.3 The Executive Committee is required to hold a meeting prior to the Annual General Meeting (AGM) to put forward a motion that the P&C is solvent.
- 2.4 The financial records for the Churchlands Primary School P&C accounts were presented as follows:
- 2.4.1 Main Account: \$52,477.29
- 2.4.2 Uniform Shop Account: \$14,165.09
- 2.4.3 Canteen Account: \$28,007.01

MOTION: That the President signs a positive solvency declaration on behalf of the Executive Committee to be presented with the annual financial review at the 2020 Annual General Meeting of the P&C. Carried

- 2.5 The Solvency Statement Declaration was signed by the President on behalf of the Executive Committee.
- 2.6 The Solvency Statement Declaration will be presented as part of the annual financial review at the AGM and the P&C will vote on the approval of the financial review report.

3. MEETING CLOSED: 3:00pm