

**CHURCHLANDS PRIMARY SCHOOL  
PARENTS AND CITIZENS' ASSOCIATION INC.  
MINUTES OF A GENERAL MEETING  
Tuesday 1 December 2020, 7:00pm, Library**

**ATTENDANCE**

- Attendance record on file.

**1. WELCOME – PRESIDENT (Alischa Adam)**

**2. APOLOGIES**

- Jemma Weidinger
- Anna Prosper

**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 November 2020 at 7:00pm be taken as a true and accurate record. Carried*

**4. RATIFICATION OF MINUTES FROM EXECUTIVE MEETING**

*Resolution: That the minutes of the Executive Meeting of Churchlands Primary School P&C Association held on 25 November 2020 be taken as a true and accurate record. Carried*

**5. CORRESPONDENCE IN/OUT (Karen Ariyaratnam)**

**Incoming**

- Bank statements.

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

- Netball Committee Update
- Show Bags from the Sir David Brand School
- Data Logger for the School Water Meter
- Tea Towel Fundraiser – Request for Tea Towels to be Re-printed

**7. PRESIDENT'S REPORT (Alischa Adam)**

- See attached President's End of Year Report/Speech.
- Highlights include:
  - A summary of the P&C's fundraising activities was presented, outlining the actual amount raised compared to the target. Considering that we could not hold the Easter raffle, cake stalls, parent social event and community event, we still managed to have a successful year. A total of \$26,252 was raised through the P&C's fundraising efforts for 2020.
  - Thanks to the school community for their contribution and support of P&C events that we have held this year.
  - Alischa Adam will be stepping down from the role of P&C President at the end of this year, as her child will be attending a new school next year.
  - Alischa's recommendations and 'lessons learnt' will be shared with the Executive before she finishes her term as President.

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

- See attached report.
- Highlights include:
  - The cash balance in the P&C Main Account is \$49,915. Of this total, \$2,349 is for the netball fund, \$7,403 is for the DUCKs fund, \$4,547 is for graduation and \$3,748 needs to be paid to Scholastic. Therefore, the amount of available funds is \$31,867.

- The cash balance in the Uniform Shop Account is \$16,890.
- The receipts into the P&C Main Account were Scholastic Books, (\$3,749), Buy A Brick Fundraiser (\$150), donation from Seema (\$100), Egg Fundraiser (\$74), Entertainment Book Fundraiser (\$94), DUCKs Camp Out (\$35) and a transfer from the Canteen Account (\$10,000).
- The main payments from the P&C Main Account were for the DUCKs Camp Out expenses (\$1,051), merchant fees (\$159), Teacher Thank You Coffee expenses (\$60), Buy A Brick Fundraiser (\$2,507) and Egg Fundraiser (\$840).
- The profit that we raised from recent fundraising activities were as follows:
  - Egg Fundraiser: \$228
  - Mango Fundraiser: \$940
  - Buy a Brick Fundraiser: \$3,592
  - DUCKs Camp Out: \$889
- A merchant fee is charged by the Commonwealth Bank of Australia for payments that are made on Qkr! This fee should be taken into account when setting prices for fundraising items and payments on Qkr!

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

- See attached report.
- Highlights include:
  - One of the major achievements for the School Board this year is completing the school Business Plan for 2020-2022.
  - Undertaking a review of communications across the school and implementing the use of SkoolBag for school communications.
  - There has been a focussed effort on building the relationship between the School Board and the P&C.
  - There has also been a focus on creating Innovative Learning Environments (ILEs) in classrooms.
  - The school had some savings this year due to COVID-19 due to the cancellation of some incursions. This allowed flexible furniture to be purchased for the middle block.
  - Currently, the school is also having to find funds to upgrade the Wireless Access Points (WAPs).
  - The "Churchlands PS P&C Supplementary Donation 2021" list was presented. The list comprises of the following requests:
    - Flexible furniture: \$6,000
    - Equipment for the ECE classrooms and improvements to the bike track in the ECE area: \$1,000
    - STEAM (robotics supplies, gimbal tracking camera, digital technology resources, upgrade of apps): \$3,000
    - Maths resources: \$5,000
    - Reading resources: \$4,800
    - Visual arts projects (murals): \$3,000
    - Frog pond: \$10,000
  - A quote for the works associated with the frog pond will be presented to the P&C at the beginning of Term 1 in 2021.
  - The school would also like the P&C to consider contributing to the undercover extension, which includes providing additional shade structures. Quotes will be provided through Programmed and could be around \$150,000.
  - The car park realignment is another large project to be considered, however, some of the congestion has been alleviated through the change in the opening time of the Kiss and Drop.
  - It was suggested that the "Churchlands PS P&C Supplementary Donation 2021" list be circulated to the whole school community through the Chatter, highlighting the main items

that the P&C is hoping to fund in 2021. The Chatter should also include a summary of what the P&C has funded in 2020 and an explanation of how P&C Contributions help to provide valuable resources for the students.

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

- See attached report.
- Highlights include:
  - The current canteen account balance is \$54,233.
  - In Term 4, the canteen has been operating with the Canteen Manager, Canteen Assistant and one volunteer. However, it has been extremely hard to find volunteers to help, even with the reduction to one volunteer.
  - The canteen has advertised for a part-time Canteen Assistant on Seek and is hoping to appoint someone by the end of this term. Having an additional Canteen Assistant will reduce the reliance on volunteers.
  - There will be an increase in the prices in the canteen from the start of Term 1 and this will help to fund the new Canteen Assistant. Prior to a decision being made to increase prices, the Canteen Committee undertook a price comparison with canteens at other local schools, and our prices were significantly cheaper than most.
  - Quickcliq is currently being used for online ordering at the canteen, but the commission that is paid to Quickcliq is quite high. Alternatives to Quickcliq were investigated and Qkr! was found to be the next best option. However, parents would not be able to write comments about food allergies on Qkr!, so it was decided to continue using Quickcliq.
  - The lunch special for the Scholastic Book Fair proved to be very popular with over 170 orders of fish and chips being placed.
  - It was suggested that the canteen could investigate sourcing ingredients from Costco as the prices are very competitive and they have a good range of organic foods.

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

- See attached report.
- Highlights include:
  - The uniform shop has been busier than usual due to families purchasing uniforms for next year.
  - There were two special open days (1 and 3 December) for the 2021 pre-primary families to purchase uniforms.
  - Online orders placed after 15 December will be available to pick up on the special uniform shop open day on Friday 29 January 2021 (9-11am).
  - Thanks to all the volunteers that have helped at the uniform shop, including some volunteers who have helped over many years and will be leaving the school at the end of this year.

#### **12. FATHERING PROJECT REPORT (Matt Rainbow)**

- The 2020 DUCKs events included:
  - Herdsman Lake Bike Ride (April)
  - Dads' Golf Event – Wembley Golf Course Driving Range (August)
  - Bunnings Sausage Sizzle (September)
  - Constable Care Safety School (September and October)
  - Inaugural DUCKs Golf Day (November)
  - Camp Out (November)
- The DUCKs Annual Camp Out was a success, with 103 families attending. The dunking machine was popular with the children. Thanks to the Camp Out Committee for organising a great event.
- There has been interest from some new dads to join the 2021 DUCKs Committee.

- Thanks to the DUCKs Committee for all the hard work that they have put in to organise the events.
- Special thanks to Grant Allen, who has played a key role in the DUCKs team. This is the last year that the Allen family will be at the school.

### **13. GRADUATION COMMITTEE REPORT (Rochelle Swan)**

- Almost all of the graduation events have been organised.
- The graduation ceremony will be an outdoor event and will be held on Monday 14 December in the evening. The Graduation Committee will need to source lighting for the event.
- To comply with COVID-19 regulations, supper will not be provided at the graduation ceremony and there will not be a requirement to hire crockery, which usually costs around \$200.
- The theme for the Bold Park Fun Day is "Olympics". The catering, decorations, photo booth and ice-cream van have been organised.
- A mock-up of the year book has been viewed by the Graduation Committee and it looks fabulous. Thanks to Connie Trinh for all her hard work putting the year book together.
- A survey was circulated to the Year 6 families to seek feedback on which option was the most popular for the family event held on the last day of school. The results of the survey indicated that the preferred option for the family event was a picnic at Matilda Bay after school.
- Thanks to the DUCKs donation, P&C donation and sales from the athletics carnival cake stalls, the Graduation Committee has been able to provide their part of the graduation at no cost to Year 6 families. The Bold Park Fun Day, which is mainly organised by the school, will cost \$18 per child to cover bus hire, pool entry, inflatable hire and lifeguards.
- Thanks to the Graduation Committee, Kim Fraser and the Year 6 teachers for all their help to make this year's graduation fun, affordable and memorable for the Year 6s.
- Rochelle has kindly offered to meet with some of the 2021 Year 6 parents to share information about organising the graduation events.

### **14. BUSINESS ARISING FROM THE PREVIOUS MEETINGS**

#### **14.1 Overview of the Scholastic Book Fair**

- Thanks to Sylvia Koh and Rochelle Swan for organising a successful Scholastic Book Fair.
- This year's theme for the book fair was "Arctic Adventure", and the library was decorated with a Northern lights backdrop, igloo and snowflakes.
- A total of \$9,843 worth of books were sold, which allowed us to provide \$1,171 worth of new books for the library and classrooms and \$1,949 worth of Scholastic Reward points to support the Lexia and Lexile reading programs.

#### **14.2 Update on Shade Structures and Playgrounds**

- The school has included the undercover extension project on the "Churchlands PS P&C Supplementary Donation 2021" list. This project will include shade umbrellas which will provide additional shade for students to use when eating their recess and lunch.
- The shade umbrellas cost approximately \$10,000 each.
- There are plans to set up a task force that comprises teachers, parents and students to investigate play space options.
- Parents are encouraged to take photos of play spaces that they think should be considered in the review of play space options for the school.

#### **14.3 Christmas Concert Cake Stall**

- Alischa has emailed the Class Reps to seek volunteers to organise a cake stall at the Christmas Concert. As it is a busy time of the year, we were unable to find volunteers to organise the cake stall so it will not be going ahead.

- When considering positions for the P&C Committee for 2021, it might be helpful to have a Cake Stall Coordinator.

#### **14.4 Committee Positions for Next Year**

- Alischa will not be continuing as P&C President in 2021. Thanks to Alischa for all of her hard work as President this year. She has made a special effort to engage and connect with the school community.
- Our current Communications Officer, Hayley Sims, and Secretary, Karen Ariyaratnam, will not be continuing in their roles next year. Thanks to Hayley and Karen for their contribution to the P&C over the last three years.
- Rochelle Swan, who is currently on the Executive as a representative of the Graduation Committee, will be leaving the school at the end of the year as her youngest child starts high school next year. Rochelle has made a huge contribution to the P&C over the last nine years. She has had many roles, including President, Vice President, Canteen Coordinator/Treasurer, Scholastics Coordinator and Class Rep, and has organised numerous P&C events. Thanks to Rochelle for all her hard work and involvement in the P&C over many years.
- The P&C needs more people to become involved and take on a role, so that the workload can be shared.

### **15. GENERAL BUSINESS**

#### **15.1 Graduation – request to spend up to \$300 on lighting for the Graduation Ceremony**

- As the graduation ceremony will be an outdoor event and will be held in the evening, the Graduation Committee has had to source lighting for the event.
- The Graduation Committee has received a quote to hire four LED lights for \$100.
- The lights are required for safety purposes and to provide adequate lighting for a photographer to take a photo of each student receiving their graduation certificate.

*Resolution: That the Churchlands Primary School P&C Association Inc. will spend \$100 on lighting hire for the graduation ceremony. Carried*

#### **15.2 Welcome Picnic – proposal to spend up to \$3,000 on amusements/expenses**

- The Welcome Picnic will be held in Week 3 of Term 1, on Sunday 21 February 2021. The picnic will start at 3pm and conclude at 6pm.
- The P&C hired four inflatables from Monsterball Amusements for the 2020 Welcome Picnic.
- An Executive Meeting will be held to make the necessary arrangements for the 2021 Welcome Picnic.

*Resolution: That the Churchlands Primary School P&C Association Inc. will spend up to \$3,000 on the hire of amusements and other expenses for the Welcome Picnic. Carried*

#### **15.3 Zoom Account and Credit Card Payment Option**

- The P&C has been fortunate to use our Communication Officer's Zoom account to host Executive and P&C General Meetings. However, the P&C needs to purchase its own Zoom subscription for next year.
- The Zoom subscription needs to be purchased using a credit card. The Executive is hoping that a pre-paid single-load Mastercard or Visa card can be used to pay for the Zoom subscription so that it is not attached to a personal credit card or the Canteen's credit card.

#### **15.4 Netball Committee Update**

- The Netball Committee held its final meeting for the year on Monday 30 November.
- The Spring Netball Season has finished and the netball kits, bibs and uniforms will be returned to the CPS Netball Club.
- Ailsa McGregor has kindly offered to take on the Netball Uniform Coordinator role.

- The Netball Committee is looking for a parent from the Year 2 group to join the committee.
- There are plans to run a skills-based program for PPs and Year 1s. This is the “Net” part of the NetSetGO program and is all about picking up basic movement skills.
- Some of the remaining funds in the account will be used for coaching development and to purchase new balls.
- The committee is looking at ways to encourage boys to play netball.

#### **15.5 Show Bags from the Sir David Brand School**

- Sir David Brand School provides programs for students (aged 4 to 18) with disabilities.
- The P&C has been approached by a representative of Sir David Brand School to help with a fundraising activity that they had undertaken.
- Sir David Brand School had made up show bags to sell at the St Patrick’s Mount Lawley Christmas Festival which was held on Sunday 29 November. The school did not sell as many show bags as they had hoped and has asked the P&C whether we would be able to purchase the excess show bags.
- The show bags contain treats and snacks, but some of the items contain nuts. The P&C decided not to purchase the show bags due to the nut products.
- It was suggested that Sir David Brand School could contact Bellcourt Property Group to see if the show bags could be used at the Churchlands Green Christmas Party.

#### **15.6 Data Logger for the School Water Meter**

- A data logger has been installed on the school’s water meter since 16 November as part of a trial to show us how the logger works and how the data is presented.
- The data that has been collected to date was presented at the meeting and shows the pattern of water use throughout the day.
- Having a data logger on the water meter helps to identify any leaks so that they can be fixed. The data can also be incorporated into lessons so students can better understand water use at the school and think about water conservation strategies.
- It was suggested that the P&C could consider funding the cost of installing and leasing the data logger. The cost for installation would be around \$300 and the hire of the data logger would be \$365/year.
- There may be an opportunity to use funds raised through the Containers for Change program being run at the school to fund the installation and hire of the data logger.

#### **15.7 Tea Towel Fundraiser – Request for Tea Towels to be Re-printed**

- Two families have indicated that they would like to place an order for tea towels, however the date for orders has closed and orders have been submitted to Expressions for printing.
- Expressions has confirmed that they are happy to re-print the tea towel if there is a minimum of 30 tea towels ordered.
- Some other families have contacted other P&C Executives to advise that they would also like to order tea towels but missed the deadline.
- The P&C has been asked to consider sending out a notice in the Chatter to see if other parents would like to order tea towels. If there is enough interest to submit an order to Expressions for 30 tea towels, then arrangements could be made for the tea towels to be re-printed.

**16. NEXT MEETING DATE:** Tuesday 23 February 2021, 7:00pm, Library

**MEETING CLOSED: 9:10pm**

## President's Christmas Concert Speech

Good evening and a huge welcome to all our families attending our 2020 Christmas Concert - how wonderful it is that we can actually gather here together tonight. I'm sure it is something that we won't ever take for granted ever again after our very unusual COVID-19 year.

My name is Alischa Adam and I have been the President of the P&C this year which has been a wonderful experience leading the P&C committee and getting to know a wide range of parents, family members, teachers and staff at the school as well as our wonderful students.

I have been fortunate to work with an amazing group of volunteers who have filled roles as P&C Committee members, sub-committee members, Class Reps, volunteers in the Canteen and Uniform store and volunteers who have co-ordinated and contributed to our special community activities and fundraising projects throughout the year.

We recently submitted a report about how many volunteer hours we relied on this year and it was close to 3200 hours which is a huge amount of time.

So thank you everyone who has played a role in our P&C activities this year - no matter how big or small your contribution is – it is highly valued and we thank you.

I love the quote that it takes a village to raise a child and you have all played a role in our village that is the community of the Churchlands Primary School.

As we all know, it was a challenging year to implement our annual calendar of activities due to lock-down and social distancing requirements. We started the year strongly with a fabulous Welcome Picnic but we missed out being able to hold many of the annual highlights like the cake stalls, Easter Raffle, Movie Afternoon and our Annual Parents Social Event this year.

Thank you for supporting our COVID-19 Teacher Appreciation Coffee activity back in May - it was wonderful that as a community we were able to thank all of our teachers and school staff in this way and recognise the extra efforts that they put in in helping us get through a challenging time for our children at school.

Mid-year thankfully our resourceful Lapathon committee members were able to work with the Principal and school staff to still hold the Annual Lapathon in a socially distanced way and this raised an amazing \$15,000.

Congrats to all the children who ran in the Lapathon and raised money and to all the families who sought sponsorship and donations from far and wide and to all those who contributed to the amazing Lapathon Cake Stall marathon which ran over three days - it was a huge effort.

During the year, we also celebrated the 55th Anniversary of the school with a couple of special commemorative projects - the Buy A Paving Brick Fundraiser and the Commemorative Tea Towel Project featuring all the kids' portraits to mark the occasion which will be wonderful keepsakes.

I'm pleased to report that in total as a community we were able to raise over \$26,000 this year from our fundraising activities which are going to all be used to provide additional educational resources and facilities which have been requested by the Principal and all the teachers at the school for 2021.

At the beginning of the year, the P&C was able to donate over \$40,000 to the school to purchase wishlist items like reading, maths and STEAM resources, air conditioning and flexible furniture and finally during the year we were able to purchase the new Faction Tents that have been on the wishlist for a long time.

All of this is only possible because of the amazing efforts of our committee and volunteers, your continued support as families and working with the support of our Principal, Kim Fraser, her team of deputies and staff, our fabulous teachers and the School Board.

A huge thanks to Kim for her leadership during this difficult year and to all the teachers and staff who dealt with changing conditions continuously and showed their dedication to their jobs and our children at the school.

On behalf of the community I'd like to thank you for creating an amazing year during a difficult year and ask everyone to give our Principal, teachers and staff a round of applause and cheers for getting us through 2020!

There is also one special person that I want to acknowledge tonight who unfortunately can't be here tonight - she has foiled our efforts to get her up on stage and thank her publicly with a bouquet and gifts as she had to attend another school event for her eldest son.

That person is Rochelle Swan who is retiring from the P&C this year after an incredible 8 years of support and holding committee positions, leading so many events and activities and contributing unmeasurable volunteer hours over those years.

During those 8 years, she was President of the P&C from 2014 to 2016, was the Vice-President for another two years including last year, ran the Canteen as the Canteen Co-ordinator whilst also being President and has been out the front leading all of our activities like the Welcome Picnic, Lapathon, Cake Stalls and this year as Chair of the Year 6 Graduation committee.

She has made such a huge contribution to this school and community as a P&C leader and as a teacher and as a parent and I wanted to ask the community to acknowledge her with a round of applause which would make her blush if she was here to hear and see it. We will make sure we find another way to acknowledge her publicly.

In closing, I want to congratulate all our wonderful Year 6 students on their upcoming graduation and wish them the very best for the next stage of their school journey as they head off to highschool and different schools. We hope that all the experiences and friendships you have enjoyed in your time at Churchlands will stay with you as happy memories as you tackle the next stage of your education.

To all our families here - I wish you a wonderful Christmas and New Year and summer break. May 2021 bring a year of peace, safety and prosperity for us all and I hope that you will cherish tonight's Christmas Concert as special memory in your child's journey at Churchlands Primary School. I have been honoured to represent you all this year and I thank all of you for your support.

Enjoy the rest of this balmy summer's night of entertainment!

## Churchlands Primary School P&C

# Treasurer's Report –23rd November 2020

### Cash Balance

	1 <sup>st</sup> Nov 2020	23rd Nov 2020	Movement
P&C Main Account	\$40,578.65	\$49,915.83	\$9,337.18
Uniform Shop Account	\$20,683.17	\$16,890.45	-\$3,792.72
Cash Balance	\$61,261.82	\$66,806.28	\$5,544.46

### Receipts

Receipts from to 1<sup>st</sup> to 23rd of November 2020 comprised of -

Main Account	
Scholastic Books	\$3,749.80
Fundraising - Bricks	\$150.00
Donations - Seema	\$100.00
Levi's Eggs	\$74.00
Entertainment Book Comm	\$94.00
DUCKS Camp Out	\$35.00
Funds from Canteen	\$10,000.00

Uniform Shop Account	
Uniform Sales – Online canteen	\$248.96
Uniform Sales - EFT	\$1,505.93
Uniform Sales - Cash	\$90.00

### Payments

Payments from 1<sup>st</sup> to 23rd of November 2020 comprised of –

Main Account	
Camp Out Expenses	\$1,051.85
Merchant Fees	\$159.95
Coffee Fundraising Expenses	\$60.00
Cake Stall refund	\$20.00
Bricks Pavers	\$2,507.23
Levis Eggs	\$840.00

Uniform Shop Account	
Uniform Stock -Spartan	\$304.71
Uniform Stock -Wanneroo	\$5,332.90

### Netball Funds

Funds available @ 23rd November 2020	\$2,349.18
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### DUCKS Funds

Funds available @ 23 <sup>rd</sup> November 2020	\$8,403.63
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Main Account Balance : \$49,915.83

Less – DUCKS Funds : -\$7,403.63

Less – Netball Funds : -\$2,349.18

Less – Scholastic Inv : -\$3,748.00

Less – Graduation Funds: -\$4,547.45

\$31,867.57

**Churchlands P&C Actuals 2020**

Date: 23/11/2020

Annual Cashflow -	Account Code	Jan-2020	Feb-2020	Mar-2020	Apr-2020	May-2020	Jun-2020	Jul-2020	Aug-2020	Sep-2020	Oct-2020	Nov-2020	Dec-2020	Totals
<b>Receipts:</b>														
P&C Contribution	4-1010	-	27,300.00	200.00	-	200.00	600.00	-	-	300.00	200.00	-	-	28,800.00
P&C Memberships	4-2000	-	47.00	-	-	8.00	3.00	1.00	-	7.00	-	-	-	66.00
Booklist Commission	4-3005	-	-	-	-	-	-	-	-	-	-	-	-	-
Welcome Picnic	4-3012	-	1,520.00	-	-	183.00	-	-	-	-	-	-	-	1,703.00
Cake Stalls	4-3020	-	-	-	-	-	-	-	2,247.45	-	-	-	-	2,247.45
School Year Events	4-3023	-	-	-	-	-	-	-	-	-	-	-	-	-
Scholastic Books	4-3024	-	-	-	-	-	-	-	-	-	-	3,749.80	-	3,749.80
Lapathon	4-3025	-	-	-	-	-	-	-	-	7,340.50	7,992.50	-	-	15,333.00
Netball Registration	4-3026	-	179.01	9,230.21	-	179.01	358.02	-	358.02	-	-	-	-	10,304.27
Netball Match Fees Refund	4-3027	-	-	-	-	-	-	-	-	-	-	-	-	-
Netball Cake Stall	4-3028	-	-	-	-	-	-	-	-	-	-	-	-	-
Levis' Eggs Fundraising	4-3029	-	-	-	-	-	-	-	-	-	994.00	74.00	-	1,068.00
Entertainment Books	4-3030	-	-	-	-	-	-	336.00	-	-	252.00	94.00	-	682.00
Netball - Grant Received	4-3031	-	-	-	-	-	-	-	-	-	-	-	-	-
School Staff Farewell Contribution	4-3034	-	-	-	-	-	-	-	-	-	-	-	-	-
Easter Raffle	4-3035	-	-	-	-	-	-	-	-	-	-	-	-	-
Bogan Bingo	4-3061	-	-	-	-	-	-	-	-	-	-	-	-	-
Wembley Downs Fair	4-3075	-	-	-	-	-	-	-	-	-	-	-	-	-
Sausage sizzles	4-3085	-	-	-	-	-	-	-	-	-	-	-	-	-
Fundraising - School	4-3000	690.00	-	-	-	1,584.00	1,193.50	2,000.00	2,050.00	1,250.00	550.00	150.00	-	9,467.50
Workshops	4-3095	-	-	-	-	-	-	-	-	-	-	-	-	-
Graduation	4-4018	-	-	-	-	-	-	-	-	2,055.50	-	-	-	2,055.50
DUCKS - Camp Out	4-4019	-	-	-	-	-	-	-	-	900.00	2,505.00	35.00	-	3,440.00
Fathering Project - DUCKs	4-4022	-	-	-	-	-	-	-	-	2,101.37	560.00	-	-	2,661.37
FDMSA Payment	4-4028	-	10,880.40	1,580.70	-	1,912.10	1,685.18	1,241.98	1,324.27	1,029.03	1,259.59	1,279.34	-	22,192.59
Movie Event	4-4031	-	-	-	-	-	-	-	-	-	-	-	-	-
Year 6 Drama Show	4-5010	-	-	-	-	-	-	-	-	-	-	-	-	-
Fund transfer by Canteen	4-5016	-	-	-	-	-	-	-	-	-	-	10,000.00	-	10,000.00
Miscellaneous	4-7000	-	-	-	-	-	10.00	-	-	-	-	-	-	10.00
Donations to P&C	4-7500	-	-	-	-	-	-	100.00	-	-	-	100.00	-	200.00
Credit Interest / Bank Credit	4-8000	-	-	-	45.00	39.05	-	-	-	-	-	-	-	84.05
<b>Total Receipts</b>		<b>690.00</b>	<b>39,926.41</b>	<b>11,010.91</b>	<b>45.00</b>	<b>4,105.16</b>	<b>3,849.70</b>	<b>3,678.98</b>	<b>5,979.74</b>	<b>14,983.40</b>	<b>14,313.09</b>	<b>15,482.14</b>	<b>-</b>	<b>114,064.53</b>

## Churchlands P&C Actuals 2020

Date: 23/11/2020

Payments:														
Bank Charges	6-1100	-	-	-	-	-	-	-	-	-	-	-	-	-
Churchlands Primary School - Donations	6-1300	-	-	-	-	-	862.35	1,045.15	60.00	60.00	60.00	60.00	-	2,147.50
9R Shed	6-1305	-	-	-	-	-	-	-	-	-	500.00	-	-	500.00
Churchlands Primary School - Lexile Books	6-1314	-	-	-	-	-	-	-	-	-	-	-	-	-
Scholastic Books	6-1316	-	-	-	-	-	-	-	-	-	-	-	-	-
School Marquees	6-1322	-	-	-	-	-	-	-	-	-	8,418.18	-	-	8,418.18
Creative Play Space	6-1323	-	-	-	-	-	-	-	-	-	-	-	-	-
Electronic Signage	6-1324	-	-	-	-	-	-	-	-	-	-	-	-	-
2020 Resources	6-1325	-	-	30,700.00	-	-	-	-	-	-	-	-	-	30,700.00
Welcome Picnic	6-1350	1,245.00	1,245.00	89.40	-	-	-	-	-	-	-	-	-	2,579.40
CBA Merchant Fee	6-1364	44.18	35.00	72.05	35.10	35.00	48.06	44.40	38.20	38.20	126.43	159.95	-	676.57
FDMSA Fee	6-1365	83.97	144.70	143.52	63.04	52.00	54.68	-	-	-	-	-	-	541.91
FDMSA Refund	6-1366	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfer Uniform Shop Eftpos Sales	6-1367	-	10,025.20	1,783.00	-	1,718.10	1,085.58	2,005.17	1,324.27	1,029.03	560.14	1,505.93	-	21,036.42
Transfer Canteen Eftpos Sales	6-1368	-	-	652.90	-	-	-	-	-	-	-	-	-	652.90
Lapathon	6-1450	-	-	-	-	-	-	-	-	133.95	450.00	-	-	583.95
Netball Fees	6-1465	-	-	-	-	-	2,340.00	4,247.70	160.60	-	-	-	-	6,748.30
Netball Expenses	6-1466	-	-	-	-	-	938.16	-	-	1,526.70	124.20	-	-	2,589.06
Insurance charges	6-1500	-	-	-	-	-	1,441.00	-	-	-	-	-	-	1,441.00
Sausage sizzles	6-1550	-	-	-	-	-	-	-	-	-	-	-	-	-
Cake Stall Expenses	6-1555	-	-	-	-	-	-	-	-	-	-	20.00	-	20.00
DUCKS - Camp Out Expenses	6-1559	450.00	-	-	-	-	-	-	-	-	25.00	1,051.85	-	1,526.85
Fathering Project DUCKs Expenses	6-1560	-	-	-	-	-	-	440.00	-	2,635.85	56.00	-	-	3,131.85
School Year Events	6-1661	-	-	-	-	-	-	-	-	-	-	-	-	-
Social Event - Quiz Night	6-1662	-	-	-	-	-	-	-	-	-	-	-	-	-
Graduation	6-1675	-	-	-	-	-	-	-	-	1,055.00	-	-	-	1,055.00
Bogan Bingo Expenses	6-1686	-	-	-	-	-	-	-	-	-	-	-	-	-
Workshops	6-1690	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	6-1700	-	-	-	-	-	-	-	-	-	-	-	-	-
School Staff Farewell Expenses	6-1730	-	-	-	-	-	-	-	-	-	-	-	-	-
Brick Pavers	6-1750	-	-	-	-	-	-	-	-	-	-	2,507.23	-	2,507.23
Levis Eggs Expenses	6-1810	-	-	-	-	-	-	-	-	-	-	840.00	-	840.00
WACSSO Membership	6-2300	-	-	-	-	-	729.19	-	-	-	-	-	-	729.19
Conferences	6-2400	-	-	-	-	-	-	-	-	-	-	-	-	-
Administration expenses	6-2500	-	-	211.00	-	-	252.93	-	-	-	-	-	-	463.93
Year 6 Drama Show	6-2600	-	-	-	-	-	-	-	-	-	-	-	-	-
Fundraising Expenses	6-2700	-	-	-	-	-	-	-	-	-	-	-	-	-
Movie Event	6-3004	-	-	-	-	-	-	-	-	-	-	-	-	-
Building Fund	6-3003	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Payments		1,823.15	11,449.90	33,651.87	98.14	1,805.10	7,751.95	7,782.42	1,583.07	6,478.73	10,319.95	6,144.96	-	88,889.24

[illegible]

# Bank Reconciliation

## Churchlands Primary School P&C

### P&C Main Account

23/11/2020

Opening Cash Account Balance	<u>1/11/2020</u>	\$	40,578.65
Add: Receipts			15,482.14
Less: Payments			6,144.96
Closing Cash Balance	<u>23/11/2020</u>		<u>49,915.83</u> A
Closing Balance of Bank Account	<u>23/11/2020</u> (as per bank statement)		49,915.83
Add: Receipts not banked (refer detailed listing below)			
Less: Cheques written but not presented (refer detailed listing below)			0.00
			<u>49,915.83</u> B
Difference (A-B)			<u>0</u> Note: 'A' must equal 'B'

List of Receipts not Banked as at 23/11/2020

Item	Amount	Date banked
Total	0.00	

List of Cheques not Presented at *[insert date]* 23/11/2020

Payee	Chq. No.	Amount	Date presented
Total		0	

## Churchlands P&C Uniform Shop Actuals 2020

Date: 23/11/2020

Annual Cashflow -	Account Code	Jan-2020	Feb-2020	Mar-2020	Apr-2020	May-2020	Jun-2020	Jul-2020	Aug-2020	Sep-2020	Oct-2020	Nov-2020	Dec-2020	Totals
<b>Receipts:</b>														
Miscellaneous	4-5000	-	-	-	-	-	3,984.00	-	-	-	-	-	-	3,984.00
Cash Sales	4-5001	800.00	950.00	223.10	-	-	-	100.00	170.00	120.00	240.00	90.00	-	1,893.10
OOO / Quickclick Uniform	4-5002	-	4,162.01	445.44	-	6,476.28	3,476.60	1,150.48	1,186.46	884.99	454.16	248.96	-	18,485.38
Leavers Jumpers	4-5003	-	6,342.50	-	-	100.40	-	-	-	-	-	-	-	6,442.90
Voice Shirts	4-5004	-	140.00	105.00	-	70.00	-	-	-	-	-	-	-	315.00
Eftpos Sales	4-5005	-	10,025.20	1,783.00	-	2,153.10	1,150.58	2,005.17	1,324.27	1,029.03	560.14	1,505.93	-	21,536.42
Rain Jackets	4-5006	-	-	-	-	1,371.00	-	-	-	-	-	-	-	1,371.00
Bogan Bingo ticket sales	4-3061	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Receipts</b>		<b>800.00</b>	<b>21,619.71</b>	<b>2,556.54</b>	<b>-</b>	<b>10,170.78</b>	<b>8,611.18</b>	<b>3,255.65</b>	<b>2,680.73</b>	<b>2,034.02</b>	<b>1,254.30</b>	<b>1,844.89</b>	<b>-</b>	<b>54,027.80</b>

Payments:													
Miscellaneous	6-2100	-	63.90	-	-	-	53.00	-	-	-	-	-	116.90
Shops for Shops	6-2101	-	-	-	-	-	-	-	-	-	-	-	-
Perm a Pleat	6-2102	-	-	-	-	-	2,020.92	-	-	-	-	-	2,020.92
Scope Sportswear	6-2103	-	-	-	-	-	-	-	-	-	-	-	-
Skye Group	6-2104	-	-	-	-	-	-	-	-	-	-	-	-
Aussie Gold	6-2105	-	-	-	-	-	-	-	-	-	-	-	-
Computer Badge Embroidery	6-2106	-	-	-	-	-	-	-	-	-	-	-	-
School Products Australia	6-2107	-	-	-	-	-	-	-	-	-	-	-	-
Optus	6-2108	-	-	-	-	-	-	-	-	-	-	-	-
Spartan	6-2109	-	2,557.93	-	-	1,462.43	1,465.84	-	2,073.25	-	-	304.71	7,864.16
PMM / Wanneroo Uniforms	6-2090	-	5,005.06	8,970.20	-	5,532.50	6,569.27	3,049.12	1,847.51	-	-	5,332.90	36,306.56
<b>Total Payments</b>		-	<b>7,626.89</b>	<b>8,970.20</b>	-	<b>6,994.93</b>	<b>10,109.03</b>	<b>3,049.12</b>	<b>3,920.76</b>	-	-	<b>5,637.61</b>	<b>46,308.54</b>

[illegible]

# Bank Reconciliation

**Churchlands Primary School P&C**  
**P&C Uniform Shop Account**  
**23/11/2020**

<b>Opening Cash Account Balance</b>	<u>1/11/2020</u>	\$ <b>20,683.17</b>
Add: Receipts		1,844.89
Less: Payments		5,637.61
<b>Closing Cash Balance</b>	<u>23/11/2020</u>	<b>16,890.45 A</b>
<b>Closing Balance of Bank Account</b>	<u>23/11/2020</u> (as per bank statement)	<b>16,890.45</b>
Add: Receipts not banked (refer detailed listing below)		0.00
Less: Cheques written but not presented (refer detailed listing below)		0.00
		<b>16,890.45 B</b>
Difference (A-B)		<u><u>0</u></u> <i>Note: 'A' must equal 'B'</i>

**List of Receipts not Banked as at** 23/11/2020

Item	Amount	Date banked
Total	<u><u>0</u></u>	

**List of Cheques/Payments not Presented at** 23/11/2020

Payee	Chq. No.	Amount	Date presented
Total		<u><u>0</u></u>	

## Churchlands Principal's Annual Report 2020



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

I'd like to take this opportunity to thank Alischa and the P & C team for their great support throughout what has been an unusual and at times challenging 2020. While we have not been able to commit to many of our normal fundraisers and develop collaborative projects, we have been able to work together to provide some great fundraising events. These events were highly beneficial providing opportunity for connection as a school community in times when engagement with the school was restricted. It could not have been achieved without the positive leadership and aligned vision of the P&C and 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 during these unprecedented times.

On behalf of all the CPS staff we wish you all a fantastic school break and festive season. We look forward to seeing what 2021 brings!

### **Some of the exiting things that happened in 2020!**

- Air-conditioning in the Junior block
- 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.
- Purchase of a new shade for sporting events.
- Supporting the opportunity to expand of relevant furniture in the blocks.

I look forward to continued success as we venture into 2021.

Kim Fraser

Principal

1 December 2020

## Canteen Report 1<sup>st</sup> December 2020

Current Canteen Account Balance 19<sup>th</sup> November is \$54,233.75

### Canteen Operation

Canteen started off the term with one volunteer each day which returns the operation nearly back to normal. It is open for recess and after lunch sales. We have been struggling with volunteers this term despite the reduction to one volunteer.

### Employees

We are advertising for an additional canteen assistant to help part time at the canteen. This is to help with coverage and reduce the reliance on volunteers. We are hoping to finalise this employment this term with them commencing at the start of Term 1 2021 and potentially working / training the last couple of weeks of this term.

### Prices

For the start of Term 1 2021 prices will increase in the canteen. Prices have not changed in the canteen since prior to 2017 when my records start. Prices were going to increase this term at the start of the winter menu, but due to COVID this was postponed. We have also done a price comparison with canteens at other local schools and we are significantly cheaper than most of them. This price increase is required to fund a new employee and maintain the canteen being self-funded.

### Alternative Online Ordering

I have investigated a few alternatives for online ordering at the canteen. Apart from Quickcliq, the next best option is QKR which the P&C currently uses for fundraising. It would mean changing the way we operate currently so these restrictions are being weighed up against the cost reductions. At this stage we won't be changing our system over for the start of next year.

### Finances

The canteen financial report for October is attached.

October	Monthly Summary	
<b>Total Deposits</b>		<b>14476.39</b>
<b>Totals Withdrawals</b>		<b>6160.67</b>
<b>Nett movement</b>		<b>8315.72</b>
Deposits		
	Daily Takings	1435.20
	QuickCliq	4753.19
	Gov Stimulus	8288.00
Withdrawals		
	Wages, PAYG & Super	5166.60
	Petty cash	774.07
	Insurance	0.00
	Other	190.00
	Suppliers	30.00

## Uniform Shop Report

24 November 2020

Accounts - Please see Treasurer's Report.

Thank you Hazel for looking after the Uniform Shop accounts very well for 2020 :)

Three more Tuesday Uniform Shop Open days for 2020 on weeks 8, 9 and 10.

We will have 2 special open days for the new Pre-primary kids and parents in Week 8.  
Tuesday 1 Dec and Thursday 3 December 8:15-9 outside ECE4.

All online orders received after December 15 will be available for pick up on Special pre-term open day on Friday 29 January 2021 from 9-11am.

A Big Thank You for all Uniform Shop Volunteers for 2020.

Without them, we cannot continue to offer to sell uniforms on school grounds with affordable prices for all CPS families.

Clare Allen  
Catherine Tonkin  
Linda May  
Vera Ellitt  
Ally Bulseco  
Hazel Chin  
Nischal Kaur  
Anne Rainbow  
Kristie Downing  
Clare McMinigal  
Amra Iyer  
Karen Ariyaratnam  
Sally Garrity  
Van Hart

Thank you to Clare A, Catherine, Linda, and Vera for your services over the years and wish you & your child the best at their high school in 2021. I'll look forward to working with new volunteers in 2021 (& yes, we always welcome new help).

Another special thank you to Kristie Downing for doing a splendid job with coordinating Year 6 leavers polos and jumpers in 2020, and Thank you to Anne Rainbow to take on a role of the new coordinator for year 2021.

Lastly thank you to the P&C Executive Team for their support in management of the Uniform Shop.

kind regards,

Noriko Suizu  
churchlandsuniform@gmail.com

## **Graduation Committee Report**

### **1 December 2020**

Graduation events are almost ready to run.

The graduation ceremony has been moved to a Monday evening, outdoor event to maximise attendees allowed. The ceremony will start at 5.30pm and each family has been allocated 4 tickets.

There will be no supper to comply with COVID-19 regulations. The committee is currently sourcing some lighting for the event. We have booked a photographer to take a photo of each student as they receive their graduation certificate and need to ensure adequate lighting for this and for safety.

Invites have gone out on seesaw for the Bold Park Fun Day, the theme for this year's event is Olympics. Catering, decorations and photobooth are all organised for the day. An ice-cream truck has been booked to arrive at school on the morning of the Fun Day event as traditionally been done for the past two years.

The yearbook is almost ready to be sent to the printers and the mock-up seen by the committee looks fabulous. Many thanks to Connie Trinh for all her hard work and long hours putting this together.

The family event held offsite, after school on the final day of the term has yet to be finalised. A survey is currently being circulated among year 6 families to gauge their interest in the committees two ideas for this. We want to make the event inclusive and accessible for all year 6 families, hence seeking feedback for this.

Due to the generosity of the DUCKs donation, P&C contribution and successful athletics day cake stall the committee have been able to provide their part of the graduation at no cost to the year 6 families this year. There is a \$18 cost requested by the school to cover the excursion component of the Bold Park fun day e.g. bus charge, pool entry, inflatable hire and lifeguards.

Each family will receive a yearbook included in their graduation package provided by the committee free of charge. Extra books can be purchased at a cost of \$10 each.

Thank you to the wonderful commitment of the graduation committee, Simone, Rochelle, Benita, Connie, Kristie, Charmaine, Karen, Helen, Ally, Lauren, Julie, Vivienne and Amanda, for making this year's graduation fun, affordable and memorable for the year 6 students.



## Churchlands PS P & C Supplementary Donation 2021

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 new Business Plan 2020 - 2023. This Resource List was developed in collaboration with the staff and 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>Further purchase of Flexible furniture to support students with the schools direction of flexible learning.</p> <ul style="list-style-type: none"> <li>Chairs</li> <li>Desks – stand up and shaped</li> <li>PP – new flexible desks to replace old desks linking with ECE focus in creative and critical thinking.</li> </ul>	\$6 000
		ECE	<ul style="list-style-type: none"> <li>New home corner furniture for the Early Childhood home corners</li> <li>New A3 guillotine for ECE2</li> <li>New electric pencil sharpeners for Early Childhood classrooms</li> <li>Traffic signs/symbols painted onto the two bike tracks already existing within the ECE area: eg, stop sign, zebra crossing, arrows, give-way... (kids can then use the bikes in a more intentional way. (see photos below)</li> </ul>	\$1 000
		STEAM	<ul style="list-style-type: none"> <li>Robocop Junior robotics supplies</li> <li>Camera Swivel/ Gimble tracking camera for recording all CPS events.</li> <li>Purchase of DT resources – various</li> <li>Purchase of various applications</li> </ul>	\$3 000
		Mathematics	<ul style="list-style-type: none"> <li>Purchase of further math resources for math block trolleys</li> </ul>	\$5 000



		English	<b>To support whole school reading</b> <ul style="list-style-type: none"> <li>Year 1 and 2 Guided Reading sets: PM Green, PM Orange, PM Turquoise, PM Purple. \$450 ea = \$1800</li> <li>Oral language comprehension packs: Diana Rigg. Need PrePrimary packs. Kindy packs already in use. Includes Comprehension questions for individual texts, a parent how-to guide, texts, folders. \$3000</li> </ul>	\$4 800
		Visual Arts Beautification of the school	<ul style="list-style-type: none"> <li>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"> <li>➤ paint demountable walls facing the oval.</li> <li>➤ Painted Mural to replace lattice work on middle block near drink fountains</li> </ul> </li> </ul>	\$3 000
		Sustainability/ Interactive environment	<ul style="list-style-type: none"> <li>Completion of community frog pond - linked to the Creative learning Space (Quote – see Nature Play plans)</li> <li>QR Codes around the school – frog pond, Aboriginal garden, 9 R – educational link with HASS, Science, STEAM.</li> </ul>	\$10 000
Total				\$32 800
Large Projects for future planning/consideration				
				<b>Quotes required</b>
Priority 1	This is to be a community project with the P & C contributing a percentage that is viable for the P & C. It is envisaged to be a long term project.	<ul style="list-style-type: none"> <li>Undercover area extension – including shade umbrellas</li> </ul>	<ul style="list-style-type: none"> <li>To extend space east of U/C area to provide greater capacity for parents to sit and stand for assemblies/events.</li> <li>Shaded Eating space for students.</li> </ul>	~ \$150 000 Awaiting quotes via Programmed.
Priority 2		<ul style="list-style-type: none"> <li>Carpark Realignment</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>	



Presented to P & C Tuesday 1 December 2020



**CHURCHLANDS PRIMARY SCHOOL  
PARENTS AND CITIZENS ASSOCIATION INC.  
MINUTES OF AN EXECUTIVE MEETING  
Wednesday 25 November 2020, 8:00pm**

**IN ATTENDANCE (via Zoom):**

- Alischa Adam, Rochelle Swan, Hayley Sims, Philippa de Morton, Noriko Suizu, Hazel Chin, Gemma Taylor, Karen Ariyaratnam

**APOLOGIES:**

- Matt Rainbow, Seema Karami

**1. P&C ZOOM SUBSCRIPTION**

- 1.1 The P&C Executive agreed to purchase an annual Zoom subscription, for the use of the P&C, at a meeting on 22 April 2020.
- 1.2 The Executive has been investigating payment options for the purchase of the Zoom subscription.
- 1.3 It was suggested that the P&C purchases a pre-paid single-load Mastercard or Visa card so that the Zoom subscription is not attached to a personal credit card or the Canteen's credit card.
- 1.4 It should be noted that there is a small fee associated with the purchase of a Mastercard or Visa pre-paid card (usually \$5-10).
- 1.5 Some pre-paid single-load Mastercard or Visa cards cannot be used for recurring payments, direct debit or instalments.
- 1.6 It is uncertain whether Zoom will accept a Mastercard or Visa pre-paid card.
- 1.7 Further research is needed to confirm that an annual Zoom subscription can be paid using a Mastercard or Visa pre-paid card.

***MOTION: That the Churchlands Primary School P&C Association will purchase a pre-paid credit card to pay for the annual Zoom subscription, for the use of the P&C, if the pre-paid card is accepted by Zoom. Carried***

**2. MEETING CLOSED: 8:20pm**