

**CHURCHLANDS PRIMARY SCHOOL
PARENTS AND CITIZENS' ASSOCIATION INC.
MINUTES OF A GENERAL MEETING
Tuesday 11 August 2020, 7:00pm, Staff Room**

ATTENDANCE

- Attendance record on file.

1. WELCOME – PRESIDENT (Alischa Adam)

2. APOLOGIES

- Caela Sidwell

3. CLIMATECLEVER BRIEFING

- Kathy Anketell from ClimateClever provided an introduction to the ClimateClever programme and the app.
- The ClimateClever app was initially developed as a resource for schools to take action on climate change. Students are able to measure, monitor and compare the school's energy consumption and identify ways to reduce energy use, and therefore the school's carbon footprint.
- There is also a ClimateClever home app that can be used by families who would like to reduce household energy costs and their carbon footprint.
- Churchlands Primary School has received funding from the City of Stirling to go towards its subscription to the ClimateClever Schools Programme.

4. CONFIRMATION OF THE MINUTES FROM ANNUAL GENERAL MEETING

Resolution: That the minutes of the General Meeting of Churchlands Primary School P&C Association held on 23 June 2020 at 7:00pm be taken as a true and accurate record. Carried

5. RATIFICATION OF MINUTES FROM EXECUTIVE MEETING

Resolution: That the minutes of the Executive Meeting of Churchlands Primary School P&C Association held on 29 July 2020 be taken as a true and accurate record. Carried

6. CORRESPONDENCE IN/OUT (Karen Ariyaratnam)

Incoming

- Bank statements.
- WACSSO President's Guide, Treasurer's Guide and Secretary's Guide.
- Cheque from Councillor Stephanie Proud JP.

7. CALL FOR OTHER BUSINESS FOR TONIGHT'S MEETING

- None.

8. PRESIDENT'S REPORT (Alischa Adam)

- See attached report.
- Highlights include:
 - There has been some positive feedback from parents on the Teachers Thank You Coffee, Small Business Directory Special Edition Newsletter and the 55th Anniversary Buy a Brick initiatives that the P&C has organised.
 - A survey is being developed to collect information on the school community's priorities in terms of projects that the P&C could fund, fundraising activities and community events.

- The survey will provide an opportunity for families that do not attend the meetings to provide their feedback.
- The 55th Anniversary of the school is being used as a theme for some of our fundraising activities, such as the School Brick Fundraising Project and the Tea Towel Fundraiser.
- The 55th Anniversary could also be celebrated at an End of Year Picnic, similar to the Welcome Picnic, and be a birthday party for the school.
- The P&C is working to support the Principal and school staff, as well as improve its communication with the School Board.

9. TREASURER'S REPORT (Hazel Chin)

- See attached report.
- Highlights include:
 - The cash balance in the P&C Main Account is \$23,684, with \$3,802 being netball funds and \$6,070 being DUCKs funds.
 - The cash balance in the Uniform Shop Account is \$18,634.
 - The receipts into the P&C Main Account were for the School Brick Fundraising Project (\$2,000), the Entertainment Book commission (\$336) and a cheque from Councillor Stephanie Proud JP (\$100).
 - The main payments from the P&C Main Account were for netball expenses (\$4,247), Fathering Project membership fee (\$440) and the Teacher Thank You Coffee expenses (\$1,045).
 - So far this year, we have received \$28,300 in P&C Contributions. It may be worthwhile sending a reminder letter out with information about how the P&C Contributions have been used to buy resources and fund projects.
 - The P&C should prepare a flyer for the Kindy orientation pack to explain its role in fundraising, list the P&C events and outline projects and fundraising targets.

10. PRINCIPAL'S REPORT (Kim Fraser)

- See attached report.
- Highlights include:
 - Parents are asked to adhere to the social distancing requirements when they are on school grounds.
 - The Athletics Carnival will be split over three days to provide the opportunity for parents to attend while adhering to the COVID-19 restrictions.
 - The school has used the funds that were donated by the P&C in Term 1 to purchase an air conditioner for Room 9, as well as maths, reading, writing and STEAM resources.
 - The school has purchased an air conditioner for the Canteen and has organised for the netball poles to be installed.
 - The school has received a grant for Aboriginal artwork to be completed on the walls of Rooms 16 and 17.
 - The grant will also be used to install a weather shelter for the Kiss and Drop area.
 - The PP2 and Room 14 demountables will be replaced as they are very old and have maintenance issues.
 - The school has engaged Amanda Shelsher to be an artist in residence for five weeks to help the children to build totem poles.
 - The School Board farewelled Holden Lai and Adrian Kwintowski and welcomed Chris Young, Rebecca Brown and Leigh Bigg.
 - All board members are allocated portfolios that complement their skill base.
 - The school development days for 2021 have been approved by the school board. The reason that there are no school development days in Term 3 and two in Term 4 is that the NAPLAN results are only available at the end of Term 3 and staff need the extra day in Term 4 to plan for the following year.

- The school and the School Board have met with Sean L'Estrange to discuss their concerns about the safety of the children in the car park and also along the roads around the school. Sean has conveyed this message in a letter to the department.
- To address the safety concerns in the car park, the plan would be to alter the Kiss and Drop/car park area so that there would not be any parking bays and the area would be a flow through area for Kiss and Drop only.
- Newman College, Churchlands High School and Churchlands Primary School have signed a letter to the department highlighting their concerns with the volume of traffic.
- A traffic review that was undertaken by the WA Police Children's Crossing Unit for Cromarty Road, recorded a significant increase in morning and afternoon traffic.
- Parents are encouraged to provide their feedback and voice any concerns about the Churchlands Green Traffic Management Trial on the City of Stirling website.
- The school is trialling new pick up rules, where the Kiss and Drop will not open until 3:10pm to help reduce congestion on the roads and improve the flow of traffic in the car park.
- Currently, the supervision of students in the undercover area from 8:15am is not operating because of COVID-19 restrictions. This will be reviewed once WA moves to Phase 5 of the WA COVID-19 roadmap.

11. CANTEEN REPORT (Philippa de Morton)

- See attached report.
- Highlights include:
 - The current canteen account balance is \$43,113.
 - The canteen operations are restricted to online orders only, no parent volunteers, no recess or after lunch sales and a reduced menu. There is the possibility of having after lunch sales once a week using Year 6 or parent volunteers.
 - The canteen is receiving the JobKeeper payments and these will continue till the end of September. We will need to re-assess whether we qualify for any future payments using the turnover for the July-September quarter.
 - The canteen has received the second Boosting Cash Flow for Employers payment from the government. A final payment is expected in October, after the September business activity statement is submitted.
 - There will be an Athletics Carnival Lunch Special, which will run on the days of the carnival.
 - A new printer was purchased for the canteen as the old one was not working properly.
 - Anna was featured on the Western Australian School Canteen Association Facebook page on Wednesday 12 August. The post highlighted the value of having a weekly prep day and cooking meals in bulk.
 - Thanks to Philippa for the work that she does in managing the canteen finances.

12. UNIFORM SHOP REPORT (Noriko Suizu)

- See attached report.
- Highlights include:
 - The Uniform Shop operations have been going smoothly.
 - There are plans to have special open days for the parents of children moving to pre-primary in 2021. A table will be set up with samples of the uniform items so that parents can check sizes.
 - Any new items to be added to the school uniform or changes to the uniform need to be put forward to the School Board for approval.
 - Thanks to Noriko for the work that she does in managing the Uniform Shop.

13. FATHERING PROJECT REPORT (Matt Rainbow)

- See attached report.

- Highlights include:
 - The DUCKs Committee had a meeting on 6 August.
 - The DUCKs annual camp out will proceed if WA moves to Phase 5. The proposed dates for the camp out are 21-22 November.
 - Bunnings has confirmed that the DUCKs can run the sausage sizzle on Saturday 5 September. However, there are new guidelines in place, including having shift coordinators, cleaning protocols and queue management. A Bunnings staff member will also be conducting hourly checks.
 - The DUCKs will be hosting a dads' golf event at the driving range at 7pm on Thursday 27 August. The event will be advertised using the DUCKs email database and it will also be advertised in the Chatter. An email should be sent to the Class Reps to forward to their class.
 - The DUCKs would like to donate \$1,000 to go towards the Year 6 graduation and end of year events.

14. BUSINESS ARISING FROM PREVIOUS MEETINGS

14.1 55th Anniversary Overview

- Addressed in "Item 8. President's Report".

14.2 55th Anniversary School Brick Fundraising Project

- To date, 38 single pavers and 14 double pavers have been ordered.
- The closing date for orders for the engraved pavers will be Sunday 13 September.
- The pavers will be laid in the area on the northern side of the basketball court in Term 4.
- The School Brick Fundraising Project will be promoted in the Chatter and via email from the Class Reps.

14.3 55th Anniversary – Tea Towel Fundraiser

- Jemma has been investigating options for holding a tea towel fundraiser, where each child in the school will be able to have a drawing of themselves included on the tea towel.
- We have used Expressions previously to run a tea towel fundraiser for the Kindy/Pre-primary children in 2016.
- The preferred option would be to have drawings from all the children in the school to be on one design. To accommodate over 500 students' drawings on the tea towel, we would not be able to have a border and the drawings would be quite small.
- Expressions has set up an ordering system so that parents can order online directly, without the P&C having to collect orders.
- To be able to run this fundraiser, we would need the Class Reps to be involved to coordinate and collate the drawings of the children.
- For orders to be delivered by the end of Term 4, Expressions requires all drawings to be submitted by 23 October and all orders submitted by 6 November.
- Jemma will contact Expressions to check whether drawings from 560 children can fit on one tea towel.

14.4 Cromarty/Pearson Road Issues and Kiss and Drop Update

- Addressed in "Item 10. Principal's Report".

14.5 Planting Grants

- Special thanks to Councillor Stephanie Proud JP at the City of Stirling who donated \$100 for plants to be purchased for the school.
- Sheree won 45 small shrubs in a competition, which will be planted around the school, primarily outside Rooms 5 and 6 and along Mountainbell Road.

- It was suggested that the planting could be undertaken by the Environmental Officers as a ½ day planting event, as they were not able to go to the Annual Quairading Rotary Tree Planting Camp this year. However, to make the planting experience worthwhile, each student would need 5-6 plants to plant. It would be appreciated if the P&C could donate \$500 for the extra plants to be purchased.

14.6 Nesting Boxes

- There is the possibility of having nesting boxes made by the Scarborough Men's Shed.
- Carnaby's Black Cockatoo is a native species and is listed as endangered. It is known to frequent the area and would benefit from having nesting boxes. However, the nesting boxes would need to be placed up high in the trees to meet the needs of the Carnaby's Black Cockatoo and this would require the use of a cherry picker.
- More research is needed and a plan needs to be developed before this project goes any further.

14.7 Lapathon

- There will be four separate lapathon events for the kindy/pre-primary, junior, middle and senior year groups.
- The proposed dates and times for the events are as follows:
 - Kindy/pre-primary: Thursday 17 September at 12-1pm or 2-3pm
 - Junior school: Friday 18 September at 9:45-10:45am
 - Middle school: Friday 18 September at 12-1pm
 - Senior school: Friday 18 September at 2-3pm
- As an incentive for completing laps, a faction point will be awarded for each lap completed.
- There will be one major prize draw from all raffle tickets across the year groups, plus four separate prize draws for each of the year groups (i.e. kindy/pre-primary, junior, middle and senior).
- The major prize will be a \$300 The Bicycle Entrepreneur (TBE) Osborne Park voucher. The major prize for this year has been kindly donated by one of the families at Churchlands Primary School.

Resolution: That the Churchlands Primary School P&C uses \$600 (\$150/group) to purchase lapathon prizes. Carried.

14.8 Junior Bike Rack

- Kim Fraser and Rosie Russell, who oversees Occupation Health and Safety at the school, inspected the potting area next to the chicken coop. A number of occupational health and safety hazards were identified in this area.
- Kim has sourced some additional bike racks for the younger children to use and these will be placed in the existing bike rack area.
- It was highlighted that the younger children (kindy to Year 2) would benefit from having an area to store bikes and scooters that is separate to the main bike rack area.
- Kim will take this issue back to the staff.

15. GENERAL BUSINESS

15.1 Community and Fundraising Ideas and Revised Calendar of Activities 2020

- A comparison of 2019 fundraising events and 2020 activities has been undertaken.
- There were a number of fundraising events that we have missed out on this year due to COVID-19, such as the Easter Raffle, music quiz night and cake stalls,
- The following fundraising ideas were put forward:
 - Cake stalls every Friday in Term 4.
 - Movie event – could be grouped in year groups similar to the lapathon.

- Raffle – Christmas raffle with items donated to make hampers.
- Silent auction.
- Christmas cards – similar fundraising event to the tea towel fundraiser.
- 2021 calendars.
- Crazy hair day – gold coin donation – student councillors are already organising a similar event.
- Community cake stall.
- Wine wall.
- Night function at Scitech.
- 1970s wine and cheese night.
- School disco.
- Plant based hand sanitiser
- Jabiru mango fundraiser.
- Free-range egg fundraiser.
- Lemonade and cookie trail – lemonade stands set up throughout the community.
- A survey will be developed and sent out to the community to find out what fundraising activities they would support.

15.2 Faction Marquees

- At a meeting on 25 June 2019, the P&C approved \$2,000 for four faction tents as listed on the “Churchlands PS P&C Resource List 2019”. When the purchase of the tent was made, it was found that the cost for one tent was more than \$2,000. One tent, with the school’s name on it, was purchased and is used at interschool events.
- At the Annual General Meeting on 25 February 2020, there was a request for four faction tents at ~\$2,500 each. At that time the P&C had approximately \$30,000 available and the funds were allocated to items on the “Churchlands PS P&C Resource List 2020” with a view of providing funds for the faction tents once more money was raised.
- A quote dated 19 March 2020 has been received and the cost is \$9,260 for four faction marquees.
- It was suggested that the money raised from this year’s Lapathon events could be used to purchase the faction marquees.

Resolution: That the Churchlands Primary School P&C contributes \$9,260 from the money raised from the Lapathon for four faction marquees. If there is a shortfall, the P&C will use existing funds in the P&C main account to fund the marquees. Carried

15.3 Graduation Celebrations

- In the past, the P&C has gifted \$100 per Year 6 class to go towards graduation costs.
- Continuing with this tradition, the Graduation Committee would like \$300 for graduation celebrations.

Resolution: That the P&C contributes \$300 to the Year 6 Graduation Committee to go towards the costs of the graduation celebrations. Carried

15.4 Sports Carnival Cake Stall

- The Year 6 Graduation Committee has received special permission from the school to hold cake stalls during each of the three Athletics Carnival days. There will be safety measures put in place for the cake stalls, such as limiting the number of volunteers and items being wrapped/pre-packaged.
- The P&C is happy for the Year 6 classes to run all the cake stalls during the Athletics Carnivals as a fundraiser to help with graduation costs.

Resolution: That all of the money raised at the Athletics Carnival Cake Stalls be given to the 2020 Graduation Committee to go towards the costs of the graduation celebrations. Carried

15.5 9R Update

- The P&C contributed \$250 towards the SolarBuddy programme last year.
- The SolarBuddy solar lights that the Year 5s put together last year were sent to children in Vanuatu.
- Sheree has received photos of the children in Vanuatu with their solar lights and these will be shared with previous Year 5 cohort that assembled them.

15.6 Busy Bee – 2-4pm Sunday 20 September

- A busy bee will be held on Sunday 20 September at 2-4pm.
- Families are encouraged to come along to the busy bee and bring their gloves, buckets and sunscreen. One of the main tasks will be to remove weeds along Mountainbell Road.
- Tea and coffee will be provided.
- The busy bee will be advertised in the Chatter.

15.7 Waste Wise Accreditation

- The school has received a Waste Wise Accreditation certificate.
- This is a significant achievement as there are a number of steps to complete to become accredited, such as having a Waste Wise Committee, preparing a Waste Wise Plan, preparing a Waste Wise Policy and filling in an online accreditation questionnaire.
- There are eight teachers on the Waste Wise Committee and meeting minutes need to be submitted to the Waste Authority WA.
- A waste audit will be conducted on 21 August and the children will be able to see how much waste is generated in one day and identify the different types of waste produced. A waste segregation graph can be developed.
- It is necessary to have a Waste Wise Accreditation for grant applications to be successful.

15.8 Greenbatch Container Scheme

- The school is participating in the City of Stirling's Container for Change and also the Greenbatch Recycling Network.
- These programs provide the school with an opportunity to earn money and reduce its carbon footprint.
- The City of Stirling provides the school with a bin free of charge and they will also come and collect the containers. The Containers for Change programme does not include milk bottles or cordial bottles.
- There will be a Greenbatch bin in the staff room, which will be used to collect empty 2L milk containers used in the staff room.
- The P&C could consider joining the Greenbatch Recycling Network and managing a bin for the collection of container deposit scheme containers (e.g. soft drink cans/bottles, bottled water bottles, small flavoured milk drinks, sports drinks) and other plastic items, like milk bottles, and shampoo/conditioner bottles.

16. NEXT MEETING DATE: Tuesday 15 September 2020, 7:00pm, Library

MEETING CLOSED: 9:25pm

P&C President's Report

August 2020

Firstly apologies for not being able to attend the last meeting, I lost my voice on the morning of the meeting and had very bad flu symptoms. My doctor insisted on COVID testing and I had to go into self isolation that day to wait for the results and was not allowed to attend the meeting. So it was difficult timing but thank you to Rochelle Swan who stepped in to chair the meeting and the Executive team who kept things running smoothly.

I'm really pleased to report that there has been some very good feedback on the P&C Activities to date this year from many different parents that I've encountered. It has obviously been a challenging year so far for fundraising but the community enhancing initiatives like the Teachers Thank You Coffee and Morning Tea, Small Business Directory Special Edition Newsletter and 55th Anniversary Buy A Brick promotion have been well received.

As we are now in Term 3 and we don't have long left until the end of the year, it's time to sharpen our focus on what activities we can put in place from our 2020 Events Calendar and what new initiatives we can implement as quickly and easily as possible to salvage the potential of the remainder of the year. Tonight I'd like to discuss a range of these options briefly when we get to our General Business items.

Currently I am working on putting together a P&C Survey to go out to all school families to get feedback on the community's priorities and interest in a range of opportunities and topics that will help us set priorities for our activities for the remainder of 2020 and help us shape the plans for 2021.

We have had many suggestions and ideas from parents over Term 1 and 2 and we have been collecting these on a register for discussion and consideration. Some of these projects will require very large scale fundraising over a couple of years and thus the survey will help us establish whether there is support for these types of initiatives.

We also want to get input into what the community values as activities for the P&C via the survey as we are conscious that community building activities and interaction at school or after school for students and parents have been constrained this year and what activities we might be able to organise in Term 3 & 4 and the interest in them.

We are using the 55th Anniversary of the school this year as a theme for a few fundraising initiatives like the Buy A Paving Brick Promotion and we have volunteers looking at merchandising options that may be of interest to families like customised tea towels with drawings from each class of children to sell in Term 4 as potential Christmas presents.

One idea that has been discussed is an End of Year Picnic similar to the Welcome Picnic and we want to see what level of interest there might be in this. It could also be simply themed to be a celebration of our 55th Anniversary and be a birthday party for the school which could introduce some fun elements for the children.

Our focus for 2020 has been to increase communication and continue to grow a strong sense of community to support the wellbeing and school experience of students and families at the school. We work closely and collaboratively to support the efforts of the Principal and school staff and we are keen to grow our relationship with the School Board and work together for the benefit of the students and families at our school.

My hope is that the P&C, class reps, our volunteers and supporters and all the school community can pull together to make the remaining two terms of 2020 a bumper end to the year for both fundraising and community collaboration and I welcome everyone's input and contribution in whatever way they can participate.

Regards,

Alischa Adam

P&C President
Churchlands Primary School

Churchlands Primary School P&C

Treasurer's Report –31st JULY 2020

Cash Balance

	1 st July 2020	31 st July 2020	Movement
P&C Main Account	\$27,787.61	\$23,684.17	-\$4103.44
Uniform Shop Account	\$18,428.35	\$18,634.88	\$206.53
Cash Balance	\$46,215.96	\$42,319.05	-\$3,896.91

Receipts

Receipts from to 1st to 31st of July 2020 comprised of -

Main Account	
Donation from City of Stirling	\$100.00
Entertainment Publication Comm	\$336.00
Fundraising - Bricks	\$2,000.00

Uniform Shop Account	
Uniform Sales – Online canteen	\$1,150.48
Uniform Sales - EFT	\$2,105.17

Payments

Payments from 1st to 31st of July 2020 comprised of –

Main Account	
Netball Expenses	\$4,247.70
Fathering membership fee	\$440.00
Merchant Fees	\$44.40
Coffee Fundraising Expenses	\$1,045.15

Uniform Shop Account	
Uniform Stock	\$ 3,049.12

Netball Funds

Funds available @ 31 st July 2020	\$3,802.66
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DUCKS Funds

Funds available @ 31 st July 2020	\$6,070.96
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Date: 31/7/2020

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
Receipts:														
P&C Contribution	4-1010	-	27,300.00	200.00	-	200.00	600.00	-	-	-	-	-	-	28,300.00
P&C Memberships	4-2000	-	47.00	-	-	8.00	3.00	1.00	-	-	-	-	-	59.00
Booklist Commission	4-3005	-	-	-	-	-	-	-	-	-	-	-	-	-
Welcome Picnic	4-3012	-	1,520.00	-	-	183.00	-	-	-	-	-	-	-	1,703.00
Cake Stalls	4-3020	-	-	-	-	-	-	-	-	-	-	-	-	-
School Year Events	4-3023	-	-	-	-	-	-	-	-	-	-	-	-	-
Scholastic Books	4-3024	-	-	-	-	-	-	-	-	-	-	-	-	-
Lapathon	4-3025	-	-	-	-	-	-	-	-	-	-	-	-	-
Netball Registration	4-3026	-	179.01	9,230.21	-	179.01	358.02	-	-	-	-	-	-	9,946.25
Netball Match Fees Refund	4-3027	-	-	-	-	-	-	-	-	-	-	-	-	-
Netball Cake Stall	4-3028	-	-	-	-	-	-	-	-	-	-	-	-	-
Lapathon Colour Run Teeshirts	4-3029	-	-	-	-	-	-	-	-	-	-	-	-	-
Entertainment Books	4-3030	-	-	-	-	-	-	336.00	-	-	-	-	-	336.00
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	-	-	-	-	-	5,467.50
Workshops	4-3095	-	-	-	-	-	-	-	-	-	-	-	-	-
Graduation	4-4018	-	-	-	-	-	-	-	-	-	-	-	-	-
DUCKS - Camp Out	4-4019	-	-	-	-	-	-	-	-	-	-	-	-	-
Fathering Project - DUCKs	4-4022	-	-	-	-	-	-	-	-	-	-	-	-	-
FDMSA Payment	4-4028	-	10,880.40	1,580.70	-	1,912.10	1,685.18	1,241.98	-	-	-	-	-	17,300.36
Movie Event	4-4031	-	-	-	-	-	-	-	-	-	-	-	-	-
Year 6 Drama Show	4-5010	-	-	-	-	-	-	-	-	-	-	-	-	-
Social Event	4-5016	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	4-7000	-	-	-	-	-	10.00	-	-	-	-	-	-	10.00
Donations to P&C	4-7500	-	-	-	-	-	-	100.00	-	-	-	-	-	100.00
Credit Interest / Bank Credit	4-8000	-	-	-	45.00	39.05	-	-	-	-	-	-	-	84.05
Total Receipts		690.00	39,926.41	11,010.91	45.00	4,105.16	3,849.70	3,678.98	-	-	-	-	-	63,306.16

Churchlands P&C Actuals 2020

Date: 31/7/2020

Payments:													
Bank Charges	6-1100	-	-	-	-	-	-	-	-	-	-	-	-
Churchlands Primary School - Donations	6-1300	-	-	-	-	-	862.35	1,045.15	-	-	-	-	1,907.50
9R Shed	6-1305	-	-	-	-	-	-	-	-	-	-	-	-
Churchlands Primary School - Lexile Books	6-1314	-	-	-	-	-	-	-	-	-	-	-	-
Scholastic Books	6-1316	-	-	-	-	-	-	-	-	-	-	-	-
Basketball Court Resurfacing	6-1322	-	-	-	-	-	-	-	-	-	-	-	-
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	-	-	-	-	313.79
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	-	-	-	-	16,617.05
Transfer Canteen Eftpos Sales	6-1368	-	-	652.90	-	-	-	-	-	-	-	-	652.90
Lapathon	6-1450	-	-	-	-	-	-	-	-	-	-	-	-
Netball Fees	6-1465	-	-	-	-	-	2,340.00	4,247.70	-	-	-	-	6,587.70
Netball Expenses	6-1466	-	-	-	-	-	938.16	-	-	-	-	-	938.16
Insurance charges	6-1500	-	-	-	-	-	1,441.00	-	-	-	-	-	1,441.00
Sausage sizzles	6-1550	-	-	-	-	-	-	-	-	-	-	-	-
Cake Stall Expenses	6-1555	-	-	-	-	-	-	-	-	-	-	-	-
DUCKS - Camp Out Expenses	6-1559	450.00	-	-	-	-	-	-	-	-	-	-	450.00
Fathering Project DUCKs Expenses	6-1560	-	-	-	-	-	-	440.00	-	-	-	-	440.00
School Year Events	6-1661	-	-	-	-	-	-	-	-	-	-	-	-
Social Event - Quiz Night	6-1662	-	-	-	-	-	-	-	-	-	-	-	-
Graduation	6-1675	-	-	-	-	-	-	-	-	-	-	-	-
Bogan Bingo Expenses	6-1686	-	-	-	-	-	-	-	-	-	-	-	-
Workshops	6-1690	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	6-1700	-	-	-	-	-	-	-	-	-	-	-	-
School Staff Farewell Expenses	6-1730	-	-	-	-	-	-	-	-	-	-	-	-
Brick Pavers	6-1750	-	-	-	-	-	-	-	-	-	-	-	-
ANZAC Expenses	6-1810	-	-	-	-	-	-	-	-	-	-	-	-
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	-	-	-	-	64,362.53

[illegible]

Churchlands P&C Uniform Shop Actuals 2020

Date: 31/07/2020

[illegible]

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	-	-	-	-	-	5,486.20
PMM / Wanneroo Uniforms	6-2090	-	5,005.06	8,970.20	-	5,532.50	6,569.27	3,049.12	-	-	-	-	29,126.15
Total Payments		-	7,626.89	8,970.20	-	6,994.93	10,109.03	3,049.12	-	-	-	-	36,750.17

[illegible]

Bank Reconciliation

Churchlands Primary School P&C

P&C Main Account

31/07/2020

Opening Cash Account Balance	<u>1/07/2020</u>	\$ 27,787.61
Add: Receipts		3,678.98
Less: Payments		7,782.42
Closing Cash Balance	<u>31/07/2020</u>	23,684.17 A
Closing Balance of Bank Account	<u>31/07/2020</u> (as per bank statement)	23,684.17
Add: Receipts not banked (refer detailed listing below)		
Less: Cheques written but not presented (refer detailed listing below)		0.00
		23,684.17 B
	Difference (A-B)	<u><u>0</u></u> <i>Note: 'A' must equal 'B'</i>

List of Receipts not Banked as at 31/07/2020

Item	Amount	Date banked
Total	0.00	

List of Cheques not Presented at *[insert date]* 31/07/2020

Payee	Chq. No.	Amount	Date presented
Total		0	

Bank Reconciliation

Churchlands Primary School P&C
P&C Uniform Shop Account
31/07/2020

Opening Cash Account Balance	<u>1/07/2020</u>	\$ 18,428.35
Add: Receipts		3,255.65
Less: Payments		3,049.12
Closing Cash Balance	<u>31/07/2020</u>	18,634.88 A
Closing Balance of Bank Account	<u>31/07/2020</u> (as per bank statement)	18,634.88
Add: Receipts not banked (refer detailed listing below)		0.00
Less: Cheques written but not presented (refer detailed listing below)		0.00
		18,634.88 B
	Difference (A-B)	<u><u>0</u></u> <i>Note: 'A' must equal 'B'</i>

List of Receipts not Banked as at **31/07/2020**

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

List of Cheques/Payments not Presented at **31/07/2020**

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



Cromarty Road, Floreat WA 6014
T 9383 9022 F 9387 4740
E churchlands.ps@education.wa.edu.au
W churchlandsp.s.wa.edu.au

PRINCIPAL'S REPORT P & C MEETING 11 August 2020

We have had a great start to Term 3.

We have some great events this term which the children are super excited about! Science Week, Athletics Carnival and Book Week along with the virtual/interactive assemblies. This has created wonderful opportunities for the school leaders who have been able to hone their leadership skills in many areas across the school. The virtual assemblies have also given student leaders the opportunity to use their initiative to make the assemblies interactive for the students in classes without students actually being at assembly, this has been great fun!

While some of our events have had to be cancelled, we are endeavouring to support programs and events that provide opportunities for children and parents to be involved just in varying ways that support working within and around the COVID-19 restrictions. While parents are permitted on school site we need to be conscious of ensuring we can manage the physical distancing requirements. The Executive and staff are extremely appreciative of parents who have been understanding and wonderful in supporting this ensuring their health and safety and that of our community as a whole.

We have been purchasing lots of great items for the students using partnership money from the P & C. Aircon for room 9 was completed and the school supported getting an aircon in the Canteen, as well as maths, reading and STEAM resources have been purchased. The school has also organised for the netball poles to be installed within the next few weeks which will be fantastic for our amazing netballers!! We also received a small grant for Aboriginal artwork to be completed on room 16 and 17 demountable walls and for a small weather shelter at the Kiss and Drop. We will also be getting 2 new transportable classrooms to replace PP 2 and Room 14 as they are very old and have begun to create structural issues. This is to begin end of Term 3. We will provide more information to the community as we receive it on this. We are also in the process of purchasing flexible furniture for more classrooms.

School Board Meeting 15 June 2020

Below is an overview of the items discussed at the School Board meeting. The report is added to the webpage along with the minutes (once approved by the Board). The minutes provide succinct points discussed.

- The Board farewelled and thanked two parent members Holden Lai and Adrian Kwintowski for their highly valued and appreciated participation on the Board and assisting in the development of the directions of the school. We warmly welcomed 3 new parent members, Chris Young, dad to Ocea in K, Rebecca Brown, mum to Sam yr. 5 and Georgia yr. 3 and Leigh Bigg mum to Elizabeth in K and Jonathon yr. 5
- **School Board Community Communications Plan.** The School Board portfolio team met last week to continue to develop a draft plan. This strategy outlines the Churchlands Primary School (CPS) Board's plan to:
 - i) raise awareness about the role and responsibilities of the Board among the CPS community;
 - ii) Communicate the objectives and outcomes of the CPS business plan through targeted communications to school parents key external stakeholders; and
 - iii) Collaborate with and support the P&C Association on key sponsorship initiatives

All board members to review and provide feedback on the draft document. As Adrian is moving to Qld a new chair for the communications portfolio is required. Natalie will take this on and Rebecca will join the team bringing her expertise in this area. Thanks to Adrian for all his work on this portfolio.

- School Development days 2021 was presented to the Board for their review. There is to be 2 mandated days beginning of the year Term 1. 1 day in Term 2, 2 days in Term 4 and teachers trading off the 18th December and finishing the term with the students on the 17th December.
- The Board chair presented and overview of the meeting with Sean L'Estrange and discussion on the acquisition of the land corner of Pearson and Cromarty and redevelopment of the Parking and Kiss and Drop area. Sean has written to the Minister of Education and Training, Minister for Transport and Planning and Minister for Road Safety outlining the issues and serious concerns for the safety of the students and community. We expect a response within a few weeks. Discussion on the serious concerns the school and the Board has with this situation. Situation has been compounded due to the road modifications on Alumni Cres. Some options that may be required: Collection time after school moved to 3.15 for years 3 – 6 to allow all the younger children to be collected by parents reducing the amount of traffic and allowing for more free movement of traffic, parent education on the use of the Kiss and Drop and dropping off and collection in general. Children are NOT to be dropped or collected in the Kiss and drop or parking area, student education, use of parent reps to support communication on this. A trial on these aspects will be developed in the interim. The Boards main priority is the safety of the children and the development of short and long term plan needs to reflect this. Suggestion that the P & C support this, parents engage as rate payers, engage the local newspapers.
- Business Plan 2020 – 2023: Board approval of the BP. Endorsed the changes. Will now go to the publisher.
- P & C report. Alischa Adams P & C President.
- Next meeting is 7 September at 6.30 in the staff room.

Kim Fraser Principal

4 August 2020

Canteen Report 11th August 2020

Current Canteen Account Balance \$43,113.64

Canteen Operation

Canteen operations are currently restricted to:

1. Online orders only
2. No parent volunteers
3. No recess or after lunch sales
4. Minimised menu

We are currently looking at offering after lunch sales once a week using volunteers.

Job Keeper

We have been receiving the Job Keeper payments fortnightly. This will continue till the end of September. At the end of September, we will need to reapply if we qualify under the new requirements.

Cashflow Stimulus

We have received our second Cashflow Stimulus payment. The remaining payment will be received in early October.

Special Events

We will look at putting on a special for the week of the Athletics Carnival (Week 6). This will be one of the daily specials the kids are currently missing out on (ie pizzas) and will run for the three days so all the kids can enjoy on the day of their carnival.

Printer

The canteen will be buying a new printer to replace the ancient one in the canteen.

Finances

The canteen financial report for June and July are attached.

June	Monthly Summary		July	Monthly Summary	
Total Deposits		13696.65	Total Deposits		14375.80
Totals Withdrawals		8921.85	Totals Withdrawals		8790.87
Nett movement		4774.80	Nett movement		5584.93
Deposits			Deposits		
	Daily Takings	667.80		Daily Takings	0.00
	QuickCliq	7026.12		QuickCliq	5679.80
	Gov Stimulus	6002.73		Gov Stimulus	8696.00
Withdrawals			Withdrawals		
	Wages, PAYG & Super	5232.00		Wages, PAYG & Super	6129.64
	Petty cash	2004.71		Petty cash	972.14
	Insurance	988.00		Insurance	0.00
	Other	0.00		Other	182.74
	Suppliers	697.14		Suppliers	1506.35

Uniform Shop Report 3rd August 2020

Sales figures and expenditure

Please refer to the Treasurer's Report.

General Shop Operation

The shop has been operating as normal in Term 3 on Tuesday mornings 8:15-9, with steady sales both online and at the shop front. Stock levels are good, planning top up orders to stock up on smaller sizes to prepare for students starting pre-primary in 2021. I have been advised the expected numbers of enrolment for kindy and pre-primary by the school admin office.

There will be a special open day for new pre-primary parents to coincide with two Information sessions organised by the ECE teachers. Dates has not been finalised, but I will be notified so I can prepare & check volunteer availability. Most likely mid to late November.

Special Open Day for the new 2021 School year will be Friday 29 January from 9-11am. School will advertise closer to date. Parents who orders online by that date can collect their order on that day.

kind regards,

Noriko
Churchlands Primary Uniform Shop
churchlandsuniform@gmail.com
0479112488

DUCKS – Fathering Project Report

Last meeting: 6th August 2020

Attendees: Matt Rainbow, Hamish Buddle, Lex Brickland, Grant Allen

Apologies: Luke Vanson, Daniel Romano

Camp-out

Planning for camp-out is proceeding. Currently monitoring whether WA state government moves to Phase 5 which is a dependency.

Proposed Camp-out date is 21/22 November.

Beginning early preparations on booking food trucks, entertainment etc.

Bunnings sausage sizzle

DUCKs have secured 5 September. Confirmation email from Bunnings with COVID instructions

New guidelines in place which may affect sales.

Requirement to have briefed shift coordinators.

Dads activity – golf

Agreed to do driving range before proposing golf day to gauge interest.

Driving range night to be Thursday 27th August – 7.00pm

If we get sufficient interest will look to host an Ambrose golf day.

**CHURCHLANDS PRIMARY SCHOOL
PARENTS AND CITIZENS ASSOCIATION INC.
MINUTES OF AN EXECUTIVE MEETING
Wednesday 29 July 2020, 7:00pm**

IN ATTENDANCE (via Zoom):

- Alischa Adam, Rochelle Swan, Philippa de Morton, Seema Karami, Noriko Suizu, Matthew Rainbow, Hazel Chin, Gemma Taylor and Karen Ariyaratnam

1. APOLOGIES

- Hayley Sims

2. PRESIDENT'S UPDATE

- 2.1 Thanks to Rochelle for stepping in to chair the last P&C General Meeting when Alischa was unable to attend, as she was unwell.
- 2.2 Alischa will organise a phone catch up with the WACSSO State Councillor for our education electorate. There might be an opportunity to invite the WACSSO State Councillor to our P&C meeting in Week 9 of Term 3.
- 2.3 The Churchlands Primary School P&C hosted a networking meeting with other P&C Presidents and Committees a few years ago and Anne Fairbanks from WACSSO was invited to attend. There was a discussion on how other P&Cs were run and how they undertake fundraising activities. There is the possibility of reaching out to other P&C Presidents and Committees to organise a similar event.
- 2.4 It is the role of the P&C Vice President to liaise with WACSSO, however, this may be delegated to another person. The WACSSO Liaison will help to keep the P&C up to date on WACSSO changes and foster relationships with like-minded P&C and community groups. Rebecca Brown has expressed interest in taking on the role of WACSSO Liaison.
- 2.5 A casual dinner for the Executive and a catch up over drinks with the Class Reps might be organised.
- 2.6 The WACSSO Annual Conference will be held online this year and the agenda has been scaled back to accommodate this change. Alischa and Seema are our appointed conference delegates for this year.
- 2.7 Emma Matson has expressed interest in taking on the responsibility of updating information on the Churchlands P&C Facebook page. The aim would be to upload content that would engage and generate interest from our community. One suggestion is to invite

people to submit recipes for their favourite dish, family go-to dish or a dish that represents their culture. Uploading Anna's recipes for dishes that she makes in the Canteen would also prove to be popular. The Facebook page would also include news from the Uniform Shop and Canteen.

3. P&C EXECUTIVE ACTION LIST

- 3.1 The outstanding actions on the P&C Executive Action Plan were reviewed and the plan has been updated to reflect the current status of the various actions.
- 3.2 The EFTPOS machine has been collected from the Canteen and returned to the bank (Actions No. 2 and 3).
- 3.3 Arrangements are being made to change the nominated contact person for the MyGov account to Alischa. However, the process is quite complicated and is taking longer than expected (Action No. 28).
- 3.4 A list of coordinators for the various activities/events that would be managed by the Events Coordinator will be prepared by Rochelle (Action 47).
- 3.5 Alischa and Gemma will meet next week to discuss the scope of the role of managing the coordinators (Action 48).
- 3.6 Alischa and a representative from the School Board will contact Sean L'Estrange next week and make arrangements for a meeting (Action 49).
- 3.7 Clarification has been received from the insurance company that the Canteen employee wages will be based on normal wages for the purpose of the Workers' Compensation Insurance renewal (Action 53).
- 3.8 The school may mention the 55th Anniversary at an assembly. The P&C may choose to celebrate the school's 55th Anniversary at a separate event (Action No. 63).
- 3.9 The turn around time for the engraving process for the pavers is 6-8 weeks (Action 64).
- 3.10 The school has announced that it will be participating in the City of Stirling's Containers for Cash programme, so the P&C will not be moving forward with the Greenbatch Container Scheme (Action 65).
- 3.11 Rochelle and Gemma have met with Kim to discuss the timing of the Lapathon. The Lapathon events will be held in Week 9, with the Kindy and pre-primary event to be held on Thursday 17 September and the Years 1-6 events to be held on Friday 18 September (Action 66).

4. IDEAS AND ISSUES REGISTER

- 4.1 The new items to be added to the Ideas and Issues Register are the WACSSO Liaison and e-tagging of uniform items.

ACTION: Seema to update the Ideas and Issues Register and send it through to Karen so that it can be circulated with the minutes.

5. TREASURER'S UPDATE

- 5.1 To date, a total of 21 single bricks and seven double bricks have been purchased for the school brick fundraising project. This equates to 35 bricks of the 100 bricks required to qualify for free delivery.
- 5.2 Currently, there is about \$24,000 in the main account and approximately \$8,000 to \$9,000 is available (i.e. not allocated to the netball or DUCKs funds).
- 5.3 It should be noted that we will need to make a payment this week of about \$900 for the coffee vouchers.
- 5.4 Currently, there is \$18,000 in the uniform shop account.

6. UNIFORM SHOP UPDATE

- 6.1 The Uniform Shop has been open on Tuesday morning for the last two weeks and operations have been going smoothly.
- 6.2 The Uniform Shop roster has been filled for this term, with one new volunteer (a pre-primary parent), joining the team.
- 6.3 There is still a need to find more volunteers, as four of the nine volunteers at the Uniform Shop will be leaving the school next year.
- 6.4 On average, 12 customers visit the Uniform Shop on a Tuesday morning. There is a need to allow parents to buy uniforms at the shop so that they can check sizes, as online-only sales tend to result in an increased number of exchanges.

ACTION: Alischa to send an email with a call-out for volunteers for the Uniform Shop to the Class Reps for them to forward to their class.

7. CANTEEN UPDATE

- 7.1 The Canteen has been open this term and everything is running smoothly.
- 7.2 Fresh flavoured milk has been re-introduced to the menu.
- 7.3 There will be changes to JobKeeper and we will need to re-assess whether we qualify for the payment at the end of September, as the July-September quarter will be used to determine whether we meet the eligibility criteria.
- 7.4 We have received another Boosting Cashflow for Employers payment of \$5,000 and another payment of \$5,000 is expected in October.

7.5 Canteen lunch order sales are down slightly, but the main loss of revenue is due to the lack of recess and after lunch sales which have been stopped until Canteen operations return to normal.

7.6 Currently, there are no parent volunteers working in the Canteen, but this will be reviewed in Week 5.

8. FATHERING PROJECT UPDATE

8.1 The DUCKs Committee met in the school holidays and will meet again on Thursday 6 August.

8.2 Hamish is liaising with Kim about the potential to hold the DUCKs Annual Camp-Out at the school. If this is not possible, then the DUCKs may look for another venue for the camp-out.

8.3 There are plans to hold a golf day for the dads, where an Ambrose format will be used to allow dads of varying golfing abilities to participate.

8.4 The DUCKs Committee is also looking at hosting a movie night for dads and kids, where old favourites of TV shows will be played on a large screen. Approval will need to be sought to use the school grounds for this event.

8.5 Matt has maintained contact with Bunnings regarding the sausage sizzle, and the DUCKs should be able to run the sausage sizzle on the day before Father's Day.

8.6 The DUCKs Committee has discussed the nesting boxes and have concerns about being able to make 20 boxes and installing them in the trees.

ACTION: Matt to email Benita to advise on whether the DUCKs would or would not like to be involved in the nesting box initiative.

9. 55th ANNIVERSARY CELEBRATIONS

9.1 School Brick Fundraising Project

- To date, a total of 21 single bricks and seven double bricks have been purchased for the school brick fundraising project. This equates to 35 bricks of the 100 bricks required to get free delivery.
- The last time that the school brick fundraiser was held, a total of 38 single bricks and 21 double bricks were ordered (which equates to 80 bricks).
- The school brick fundraising project will be advertised in the Churchlands Chatter in Weeks 2, 4, 6 and 8. The closing date for orders will be Sunday 13 September.

ACTION: Alischa to include the School Brick Fundraising Project in the Chatter for Weeks 2, 4, 6 and 8.

9.2 Tea Towel Fundraiser

- Jemma has contacted Expressions about the cost price of tea towels and various design ideas.
- The Community and Fundraising Priorities Survey will be used to gauge the level of interest in running the tea towel fundraiser.
- The other option is to have a t-shirt that has been designed by the students.

9.3 Tree Planting Update

- The City of Stirling advised that we have missed out on this year's tree allocation.
- Councillor Stephanie Proud has kindly donated \$100 to the sustainability programme and pledged to make another donation at the end of the year.
- Sheree won 50 shrubs for the school in a competition.

9.4 Nesting Boxes

- There are plans for 20 nesting boxes to be installed in the trees around the school grounds. The nesting boxes will be discussed at the next P&C meeting.

10. LAPATHON

10.1 The lapathon events will be held in Week 9, with the Kindy and pre-primary event to be held on Thursday 17 September and the Years 1-6 events to be held on Friday 18 September.

10.2 A meeting will be held with the Lapathon Coordinators to start organising the events.

10.3 The lapathon will be discussed at the next P&C meeting.

11. GREENBATCH CONTAINER SCHEME

11.1 The school has announced that it will be participating in the City of Stirling's Containers for Cash programme, so the P&C will not be moving forward with the Greenbatch Container Scheme.

12. NETBALL RAFFLE

12.1 The Churchlands Netball Club will participate in the 2020 Netball Community Raffle, where 60% of ticket sales raised by the club will be returned to the club.

12.2 Grady will be organising the raffle on behalf of the Churchlands Netball Club.

13. COMMUNITY AND FUNDRAISING PRIORITIES SURVEY

13.1 Purpose and Scope

- The purpose of the survey will be to get to know more about our community and identify which fundraising activities are important.
- The survey is planned to be sent out at the end of Week 4.

13.2 Specific Items to Include and Discuss

- The survey will gauge the community's interest in the uniform e-tagging system and tea towel fundraiser. Other items from the Ideas and Issues Register will be included in the survey.
- The donation of funds for the faction marquees and the netball post installation will be voted on at the next P&C meeting. It could be proposed that the funds raised from the lapathon events be used to purchase the faction marquees.

MEETING CLOSED: 8:50pm