

**CHURCHLANDS PRIMARY SCHOOL
PARENTS AND CITIZENS' ASSOCIATION INC.
MINUTES OF A GENERAL MEETING
Tuesday 23 June 2020, 7:00pm, Library**

ATTENDANCE

- Attendance record on file.

1. WELCOME – PRESIDENT (Rochelle Swan for Alischa Adam)

2. APOLOGIES

- | | |
|-------------------|-----------------------|
| • Alischa Adam | • Kate Willis |
| • Seema Karami | • Vivian Zhang |
| • Matthew Rainbow | • Nicola Van de Werve |
| • Louise Sargent | |

3. CONFIRMATION OF THE MINUTES FROM ANNUAL GENERAL MEETING

Resolution: That the minutes of the Annual General Meeting of Churchlands Primary School P&C Association held on 25 February 2020 at 7:00pm be taken as a true and accurate record. Carried

4. RATIFICATION OF MINUTES FROM EXECUTIVE MEETINGS

- An amendment has been made to the Treasurer's Report dated 31 May to more accurately reflect the amount received for the "Teacher Appreciation Coffees" and the amount received as "P&C Contributions".

Resolution: That the minutes of the Executive Meetings of Churchlands Primary School P&C Association held on 31 March 2020, 22 April 2020, 6 May 2020 and 3 June 2020 be taken as true and accurate records. Carried

5. CORRESPONDENCE IN/OUT (Karen Ariyaratnam)

Incoming

- Bank statements.
- Cheque book for main account.
- Security tokens for new signatories.
- Boosting Cash Flow for Employers refund letter.
- Cheque from Boost Mobeel for the commission of Boost drink sales at the Welcome Picnic.
- Letter from Sean L'Estrange MLA.
- Invoice for WACSSO Membership.

Outgoing

- Audited 2019 financial statements to WACSSO and Churchlands PS.
- Receipt and completed survey to Boost Mobeel.

6. CALL FOR OTHER BUSINESS FOR TONIGHT'S MEETING

- E-tagging of school jackets
- Faction marquees
- Nesting boxes

7. PRESIDENT'S REPORT (Rochelle Swan for Alischa Adam)

- See attached report.
- Highlights include:
 - The P&C fundraising activities were put on hold in March due to COVID-19.
 - The P&C is planning to hold some fundraising events in Terms 3 and 4 where it is possible to hold the events in a way that meets the remaining COVID-19 social distancing requirements.
 - The main P&C initiative for Term 2 was the COVID-19 Thank You initiative where the school community donated \$2,677.50, which was used to purchase coffee vouchers, tea supplies, a coffee machine and coffee pods and hold a morning tea for the staff. The remaining funds were used to help purchase sofas and a coffee table for the school staff room.
 - There was an article in The Post about the Buy A Coffee donations, which highlighted the partnership between the school, P&C, students and families.
 - A special edition newsletter will be published next week which will promote some of the small businesses in the Churchlands Primary School community.
 - There are plans to publish information about sport and community activities under the P&C section of the school website so that this information can be found in a central location.
 - We will be celebrating the 55th anniversary of the school in Terms 3 and 4, and we will have some fundraising activities and events based around the 55th anniversary theme.
 - Thanks to Jemma Weidinger and Iris Lee who have volunteered to help work on some of the 55th anniversary fundraising initiatives.
 - There will be a Buy a Brick fundraiser where families can have their children's name engraved on a paving brick.
 - There will also be a Plant a Tree or Shrub initiative where we are hoping to plant five trees and 50 shrubs.
 - The Lapathon will be slightly different this year, as it will be broken into junior, middle and senior school events to meet social distancing requirements.
 - Thanks was expressed to the P&C Executive, Rochelle Swan, Class Reps and the P&C community for their support.

8. PRINCIPAL'S REPORT (Kim Fraser)

- See attached report.
- Highlights include:
 - The school has reviewed and revised their plans to meet the directions of the Department and will continue to do so as we move into Phase 4 of the government's COVID-19 plan.
 - Kim has been working with the Department to acquire a portion of the road corner of Cromarty Road and Pearson Street.
 - There have been discussions with Main Roads, City of Stirling and the Department.
 - The school has requested that the kiss and drop area be redesigned and extra land be made available for parking. It is hoped that the kiss and drop area will be separate to the car park.
 - Presently, there are safety concerns for students, staff, parents and the community due to the high vehicle traffic in the kiss and drop/car park area.
 - It was suggested that the rules for the kiss and drop area and the car park be circulated in the newsletter and also via email from the Class Reps.
 - Three positions for the School Board will be advertised in the newsletter.
 - A community communication strategy is being developed to improve how the P&C and School Board work together.

9. TREASURER'S REPORT (Hazel Chin)

- See attached report.
- Highlights include:
 - The cash balance in the P&C Main Account is \$32,148, with \$10,211 being netball funds and \$6,510 being DUCKs funds.
 - Payments for the COVID-19 Thank You initiative and insurance bills are expected to be made in the next week, and this would leave around \$11,000 to \$12,000 available for P&C use.
 - The receipts into the P&C Main Account between 1 and 15 June, were for the Buy A Coffee donations (\$1,093), netball registrations (\$179) and P&C Contributions (\$400).
 - The main payments from the P&C Main Account between 1 and 15 June, were for netball expenses (\$938) and a Samsung Galaxy tablet (\$253).
 - The cash balance in the Uniform Shop Account is \$12,677.
 - A letter reminding parents to pay the P&C Contribution might be sent out once the P&C has decided on the fundraising priorities.

10. CANTEEN REPORT (Philippa de Morton)

- See attached report.
- Highlights include:
 - The current canteen account balance is \$39,397.
 - The Boosting Cash Flow for Employers payment from the government has helped to bring the canteen account balance back to the pre-COVID level. Further payments are expected in July and October.
 - The canteen is also receiving the JobKeeper payments and these are helping to pay the wages of our two canteen employees.
 - Without the government payments, the canteen would not be breaking even.
 - There are restricted operations in the canteen with online orders only, no parent volunteers, no recess or after lunch sales and a reduced menu.
 - These restricted operations will remain for the rest of Term 2 and into Term 3. Canteen operations will be reviewed around Week 5 of Term 3.
 - Special thanks to Philippa for the work that she put into researching and applying for the government payments.

11. UNIFORM SHOP REPORT (Noriko Suizu)

- See attached report.
- Highlights include:
 - The Uniform Shop re-opened in Week 8 and was very busy.
 - The square reader and tablet have been set up to allow for electronic payments instead of using the EFTPOS machine. The new system is working well, except there was a problem connecting to the school's WiFi last week.
 - The use of Boomerang Bags at the Uniform Shop has been successful, with items being taken home in the bags and the bags being returned.
 - A call out for volunteers for the Uniform Shop was placed in the Week 6 Chatter and there have not been any responses.
 - It was suggested that the Class Reps could send an email to their classes to ask for people to volunteer one hour of their time on a Tuesday morning (once or twice a term) at the Uniform Shop.

12. FATHERING PROJECT REPORT (Gemma Taylor for Matt Rainbow)

- The DUCKs Committee met on 27 May but was not able to plan any events due to COVID-19 restrictions.
- There will be a DUCKs Committee meeting on 25 June.

- Matt has spoken to Bunnings and they have tentatively reserved the day before Father's Day (5 September) for the DUCKs to run a sausage sizzle (if Bunnings sausage sizzles are able to re-commence).

13. NETBALL REPORT (Gemma Taylor)

- See attached Netball Committee meeting minutes.
- Highlights include:
 - The winter netball competition will run from 18 July to 25 September.
 - The managers and coaches have completed COVID-19 online training courses.
 - Fees have been reduced but the difference is being retained to pay for hand sanitiser, and antibacterial wipes that are being used to clean the balls. The Year 6 players were able to obtain a refund of the difference.
 - The Netball Committee discussed the possibility of selling the netball posts, as the cost to install the posts was extremely high (one quote was \$2,500 and the other was \$2,900).
 - As the installation of the netball posts involves digging and the installation of a permanent fixture, the work must go through Programmed.
 - Access to the netball posts at school would be very valuable to the netball players. The P&C could consider listing the installation costs as one of the fundraising priorities.

14. BUSINESS ARISING FROM PREVIOUS MEETINGS

- NA.

15. GENERAL BUSINESS

15.1 Community and Fundraising Priorities - Introduction

- The P&C's ability to raise funds for school resources and projects has been limited so far this year, due to COVID-19.
- The P&C is planning to re-commence fundraising activities in Terms 3 and 4 and needs to decide what the fundraising priorities will be for the rest of the year.
- The P&C is keen to engage with the community and collate fundraising ideas.
- A survey will be developed and sent out to the community to better understand what types of fundraising activities they would support.
- If you have any suggestions on fundraising activities, please send an email to Alischa or Karen.
- The preferred fundraising activities, which will be determined from the results of the survey, will be discussed at the next P&C general meeting.
- Some of the fundraising goals that the P&C could work towards are the faction marquees (\$9,260), frog pond (estimated cost of \$14,000, but a quote is required), the provision of shade for the west side of the junior block (quote required) and the installation of the netball posts (\$2,500-\$2,900).

15.2 Calendar of Activities 2020 – Quick Update re: COVID-19 Restrictions

- Currently, the main activities for 2020 will be the Buy a Brick fundraiser, Lapathon, 55th Anniversary Tree Planting and possibly some merchandise fundraisers.
- The P&C may also consider running the Jabiru mango fundraiser which is usually launched in October each year.

15.3 55th Anniversary Celebrations, Projects and Volunteers

- One of the ways that we are hoping to celebrate the 55th anniversary of the school is by planting five trees and 50 shrubs adjacent to Mountainbell Road.
- There have been suggestions to have a commemorative plaque made. The ideas for merchandise that could be sold for fundraising include: mugs, tea towels, umbrellas, hair-ties and t-shirts.

- Thanks to Jemma and Iris who have volunteered to help with the organisation of some of the 55th anniversary projects.

15.4 55th Anniversary School Brick Fundraising Project

- The Buy a Brick initiative is being coordinated by Gemma and Matt.
- There will be an order form which will be uploaded onto Qkr!.
- A flyer has been prepared and will be used to advertise the Buy a Brick fundraising event as soon as the order form has been uploaded onto Qkr!.

15.5 55th Anniversary Tree Planting

- There will be a Plant a Tree or Shrub initiative where we are hoping to plant five trees and 50 shrubs.
- Benita has met with Kim and it was determined that the tree and shrubs should be planted in the area adjacent to Mountainbell Road.
- Benita is meeting with the City of Stirling to see if they are willing to donate the trees and shrubs.

15.6 Lapathon

- There will be a Lapathon, which will be run as four separate events for the kindy/pre-primary, junior, middle and senior year groups.
- Gemma and Rochelle will lead the Lapathon committee, with two volunteers required for each event.
- The junior, middle and senior year groups will hold their Lapathon during their designated Friday sport time. A point will be awarded to the student's faction for each lap that is completed.
- There will be a Mini-Lapathon for the kindy/pre-primary children and this event may be held on a different day.
- The Lapathon committee will purchase age-appropriate prizes for the Lapathon raffle and the major prize will be a \$300 The Bicycle Entrepreneur (TBE) Osborne Park voucher.
- Rochelle and Gemma will confirm a date for the Lapathon with the school.

15.7 Ideas and Issues Register

- A busy bee in Spring should be organised to tidy up the school grounds.
- The school has six chicks that are four days old. Sheree has purchased the equipment needed to look after the chicks until they are old enough to be housed in the chicken coop. A parent also donated some equipment, so the chicks are being housed in two areas of the school. A roster of volunteers will be required to look after the chickens on weekends and school holidays when they move into their coop.
- The use of Boomerang bags in the Uniform Shop has been successful and it could be expanded to school-wide use.
- There is a need for further investigation into the Greenbatch or Scouts WA containers for change scheme. The information about the Scouts WA programme should be provided to Sheree because the school might be interested in running the programme. The main constraint is finding a suitable location for the container collection bins. It should be noted that milk bottles and wine bottles are ineligible for the deposit scheme.
- ClimateClever is an initiative that helps schools to reduce their carbon footprint and it also links carbon reduction initiatives to the curriculum.
- The school may have the budget to run the ClimateClever programme. The staff also need to confirm that the ClimateClever programme should go ahead.
- Parent volunteers are required to undertake the initial audit to understand how each building and facility in the school consumes resources.

- Should the ClimateClever programme go ahead, Jemma Weidinger, Roman Harasymow and possibly Anne Rainbow, would be willing to undertake the initial audit.
- Kim is still working with the Department to see whether we can get solar panels installed at the school.
- There was a request to have a separate area made available for the junior school students to store their bikes. The potting area near the chicken coop was put forward as a possible location. Kim, Luke and Sheree will visit the site to see if it is suitable for a junior bike rack.

15.8 P&C Community Suggestions and Ideas for Community and Fundraising Priorities

- A survey will be sent out early in Term 3 to gauge what fundraising activities and projects are a priority for the school community.

15.9 E-tagging of School Jackets

- Parents have asked whether the P&C could consider implementing an e-tagging system for uniform items, particularly the jumpers and rain jackets, so that lost items can be more easily returned to the owners.
- It was explained that the e-tagging company has partnerships with certain suppliers such as Spartan. We do use Spartan as a supplier for some uniform items, but we purchase our jumpers from Wanneroo Uniforms as the material for the jumpers and school polos are specially dyed for us. We have found Wanneroo Uniforms to be flexible and willing to help with meeting our requirements.
- Changing suppliers so that we could implement an e-tagging system would have implications on ordering, such as having to meet minimum order requirements for every order.
- There are also some limitations to the effectiveness of the e-tagging system, as it requires items to be registered online and the lost items to be returned to the scanning area, which is similar to a portable shelf. The items would be scanned at 7am each day and the owner would receive an SMS to advise them that the item is in the lost property area. Therefore, if an item is mistakenly taken home by another student or left in a different area of the school, the e-tagging system would not be effective in helping to locate the true owner.
- There was a suggestion to make a laundry marker available at the Uniform Shop so that parents can label items straight after they have been purchased.
- There were also suggestions to have iron-on labels made up or have names embroidered onto the jumpers. There is the potential for the P&C to order iron on/stick on labels as a fundraising activity, as it has been done in the past.

15.10 Faction Marquees

- A request of \$10,000 was made on the school wish list for the purchase of four faction marquees. Mr Marshall has received a quote of \$9,260 for the four marquees.
- At the Annual General Meeting, the P&C indicated that it would provide funds for the four faction marquees once more money had been raised.
- At the present time, there are insufficient funds in the P&C Main Account to purchase the marquees. However, the P&C fundraising priorities and the possibility of purchasing the faction marquees will be discussed at the next meeting.

15.11 Nesting Boxes

- Sheree has put forward an idea to install nesting boxes in the trees around the school, as the school is very close to Herdsman Lake which is a wildlife sanctuary and there are a lot of birds and wildlife in the area.
- Nesting boxes have been placed in some of the trees at the school in the past and the children enjoyed watching the birds going in and out of the boxes.
- There are three options for obtaining the nesting boxes as follows:

1. Bunnings can pre-cut the timber pieces and there is a tutorial on the Bunnings website on how to put the nesting boxes together. The DUCKs could do this as a project, where the dads construct the boxes and the children paint them.
 2. Ask the Men's Shed to construct the nesting boxes and the Art Team or Environmental Officers could paint them.
 3. Purchase nesting boxes from the internet.
- There was a suggestion that if we could get 20 nesting boxes, then each class could paint one each.
 - It should be noted that older nesting boxes can become infested with wasps and bees.

16. NEXT MEETING DATE: Tuesday 11 August 2020, 7:00pm, Library

MEETING CLOSED: 8:30pm

Churchlands P&C President's Report

June 2020

Our annual calendar of fundraising activities was put on hold in March due to COVID-19. Activities will be reinstated to the calendar for Term 3 and Term 4 where it is possible to hold the activities in a way that meets any remaining COVID-19 social distancing requirements. Fundraising was put on hold as a priority over COVID-19 as it was felt families were grappling with enough demands from social distancing, lock-down, home schooling and economic stresses from COVID-19 shutdowns.

In the meantime, the P&C Executive has focused on implementing initiatives that build a sense of community within the school community and optimising the communication between the P&C Committee, Class Reps and School Families through virtual Zoom meetings and sharing behind the scenes information about P&C activities to make families feel more involved.

The major initiative for Term 2 was the COVID-19 Thank You Initiative which implemented a number of suggestions from the school community including the Buy A Teacher A Coffee project which raised donated funds of \$2677.50. This was used to buy discounted coffee vouchers from Reverie Cafe to distribute to all staff at the school, a Nespresso Coffee Machine and coffee together with T2 tea supplies for the school staff room, hold a morning tea for the school staff on Monday 15 June to present the vouchers and coffee machine and contribute remaining funds to help purchase a sofa and coffee table for the staff room. We thank Reverie Cafe for their sponsorship in the form of discounted \$3 coffees instead of \$4.50. Canteen Staff did a wonderful job catering for the morning tea and members of the P&C Executive set up the morning tea event. Class reps were asked to arrange for students to prepare thank you cards or videos to present to class teachers on 15 June 2020 and the students and classes put in a great effort to make their teachers feel special. The feedback from the Principal and all school teachers and staff was extremely positive and they felt "overwhelmed" by the support that was shown in a very good way. Local newspapers, The Post and Western Suburbs Weekly were contacted to cover the Buy A Coffee donation to help highlight the great efforts and partnership between the school, P&C, school students and families.

Another COVID-19 initiative was to provide Small Business Owners in the Churchlands School Community an opportunity to promote their business to the community via a special edition newsletter. Ten businesses have submitted their information and have been very thankful for the opportunity. The special edition newsletter will be published next week and arrangements have been made with the Principal and Luke Johnson to publish this information on the school website under the P&C section.

I have also had discussions with Luke Johnson to set up new pages under the P&C section of the website where information about the sports and community activities can be published in addition to sharing them in the newsletters. This will provide a central destination for information for families when looking for activities for their child to participate in and where they can connect with other students from Churchlands Primary School.

The focus for Term 3 and 4 P&C activities will include celebrating the 55th Anniversary of the school and using this as a theme for fundraising activities and events. We are organising a

sub-committee to work on a series of fundraising initiatives and have had two new volunteers put up their hand in response to the newsletter call out for volunteers. Thank you Jemma Weidinger and Iris Lee for joining us as volunteers for the P&C activities.

Our first 55th Anniversary initiative will be Buy A Brick which will enable families to buy a paving brick with their name on it to immortalise their family and children's attendance at the school. A second project is a Plant A Tree or Shrub initiative to tie in with the 55th Anniversary. The Principal has been engaged to look at opportunities to plant 5 trees and 50 shrubs on the school grounds and enquiries are being made to source the plants as donations starting with City of Stirling and then commercial suppliers.

Future activities will include a modified form of Lapathon which will be broken into junior, middle and senior school events to meet social distancing requirements. Dates are yet to be confirmed.

The focus of Term 3 and Term 4 will be to maximise our fundraising opportunities for the remainder of the school year, identifying the priorities for fundraising support and funded projects for 2020 with the school and school families and continuing to build a strong sense of community regular communication and identifying new opportunities to connect with parents and carers as COVID-19 restrictions ease.

A very big thank you to our very hard working P&C Executive team who have worked very hard behind the scenes during term 1 and term 2 to keep the P&C activities moving forward despite the challenges of COVID-19. A special personal thank you to Rochelle Swan, the 2019 Vice-President who has been a constant source of support and guidance since the AGM through the handover stage and continuing to volunteer her services to support the Executive team as a whole. A big thanks to the 2020 Class Reps who have shown great enthusiasm for their roles this year and kept the sense of connection and community building at the class level. Thank you to all of the P&C community members who have volunteered for special tasks already during 2020 - we really appreciate your support.

Let's all work together to make the remainder of 2020 a wonderful year of co-operation and community in our 55th Anniversary year.

Kind regards,

Alischa Adam

P&C President
Churchlands Primary School

PRINCIPAL'S REPORT P & C MEETING 23 June 2020

Generous, kind, appreciative, love, community, support, overwhelmed, amazing, blown away!....just a few words that explained how staff felt about the amazing gesture of the morning tea and the gifts that the P & C and parents/carers organised for them. This shows what a great community culture we have built together. Thank you!!

As we move into Phase 3 of the governments COVID19 plan, we have modified and adjusted our plans to suit these directions. We are very thankful to our community for listening and supporting us and adhering to the physical distancing, the staggered times and not coming into the school unless necessary and if they do, dropping of their children and leaving immediately. Keeping everyone safe is our main focus and we can only do this when everyone is supportive of the strict guidelines.

We continually review our plans that reflect the Departments directions. We are presently reviewing our Semester 2 incursions/ excursions, sporting events and all other major events that we would have on our calendar. While we are endeavouring to provide some of our 'normal' activities we will need to modify many of them to suit mandated directions. We will keep parents/carers up to date with any planned activities.



I have been working with the Department on acquisition of a portion of the road corner of Cromarty and Pearson. The discussion of this land began back in 2017 between the Stirling Council and the Department. It was placed on hold and now that we have resurrected the conversations we now hope we can come to a quick resolution. Our drive has been on providing the school with a) extra land for parking, b) a review and redesign of the kiss and drop due to the high vehicle traffic and serious safety issues and concerns we have for our students, staff, parents and community.

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.

- School Board Elections: Discussion on members required (3) 2 x 2 year term 1 x 1-year term. Begin advertising in Week 9 newsletter asking for nominations.
- COVID19 update – to gain a perspective on how the students feel about returning after their time away and for parents on suggestions for improvement or opportunities. We will analyse and present to the Board and community once the surveys have been finalised. Staff have noticed quite significant changes in student's self-management skills, resilience and showing gratitude and empathy for others. Teachers are also seeing increased teaching and learning time occurring, the start of the day is quite seamless as the children get themselves organised and ready for the day ahead.
- School Review recommendation to further develop the CPS Board 'School Communications Committee' portfolio; in collaboration with the P & C develop a community communication strategy. A meeting will be convened to begin the process.
- Land acquisition – presented overview – (see above).
- P & C report. Alischa Adams was an apology – Kim read out the report.
- Next meeting is 3 August at 6.30 in the staff room.

Kim Fraser Principal

16 June 2020

Churchlands Primary School P&C

Treasurer's Report – 15th JUNE 2020

Cash Balance

	1 st Jun 2020	15th Jun 2020	Movement
P&C Main Account	\$31,689.86	\$32,148.26	\$458.40
Uniform Shop Account	\$19,926.20	\$12,677.80	-\$7,248.40
Cash Balance	\$51,616.06	\$44,826.06	-\$6,790.00

Receipts

Receipts from to 1st to 15th of June 2020 comprised of -

Main Account	
Teacher Appreciation Coffee	\$1,093.50
Netball Registrations	\$179.01
P&C Contribution	\$400.00

Uniform Shop Account	
Uniform Sales	\$2,860.63

Payments

Payments from 1st to 15th of June 2020 comprised of –

Main Account	
Netball Expenses	\$938.16
Samsung Galaxy Tab	\$252.93
Merchant Fees and EFTPOS Sales	\$335.94

Uniform Shop Account	
Uniform Stock	\$ 10,056.03

Netball Funds

Funds available @ 15 th June 2020	\$10,211.35
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DUCKS Funds

Funds available @ 15 th June 2020	\$6,510.96
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Churchlands P&C Actuals 2020

Date: 15/06/2020

[illegible]

Churchlands P&C Actuals 2020

Date: 15/06/2020

[illegible][illegible]

Churchlands P&C Uniform Shop Actuals 2020

Date: 15/06/2020

[illegible]

Payments:													
Miscellaneous	6-2100	-	63.90	-	-	-	53.00	-	-	-	-	-	116.90
Perm a Pleat	6-2102	-	-	-	-	-	2,020.92	-	-	-	-	-	2,020.92
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	-	-	-	-	-	26,077.03
Total Payments		-	7,626.89	8,970.20	-	6,994.93	10,109.03	-	-	-	-	-	33,701.05

[illegible]

Bank Reconciliation

Churchlands Primary School P&C
P&C Main Account
15/06/2020

Opening Cash Account Balance	<u>1/06/2020</u>	\$ 31,690
Add: Receipts		1,985
Less: Payments		1,527
Closing Cash Balance	<u>15/06/2020</u>	<u>32,148 A</u>
Closing Balance of Bank Account	<u>15/06/2020</u> (as per bank statement)	32,148
Add: Receipts not banked (refer detailed listing below)		0
Less: Cheques written but not presented (refer detailed listing below)		<u>32,148 B</u>
Difference (A-B)		<u>0</u> <i>Note: 'A' must equal 'B'</i>

List of Receipts not Banked as at 15/06/2020

Item	Amount	Date banked
Total	0.00	

List of Cheques not Presented at *[insert date]* 15/06/2020

Payee	Chq. No.	Amount	Date presented
Total		0	

Bank Reconciliation
Churchlands Primary School P&C
P&C Uniform Shop Account
15/06/2020

Opening Cash Account Balance	<u>1/06/2020</u>	\$ 19,926
Add: Receipts		2,861
Less: Payments		10,109
Closing Cash Balance	<u>15/06/2020</u>	12,678 A
Closing Balance of Bank Account	<u>15/06/2020 (as per bank statement)</u>	12,678
Add: Receipts not banked (refer detailed listing below)		0
Less: Cheques written but not presented (refer detailed listing below)		0
		12,678 B
	Difference (A-B)	<u>0</u> <i>Note: 'A' must equal 'B'</i>

List of Receipts not Banked as at **15/06/2020**

Item	Amount	Date banked
Total	0	

List of Cheques/Payments not Presented at **15/06/2020**

Payee	Chq. No.	Amount	Date presented
Total		0	

Canteen Report 23rd June 2020

Current Canteen Account Balance \$39,397.31

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

The operation will remain the same for all of Term 2. We are still limited within the confined space of the canteen with maintaining social distancing for staff.

We will reassess how we operate in Term 3 when hopefully restrictions are lifted further.

Job Keeper

We have now received the second payment of \$6000 for the May Job Keeper payments. This will continue till September.

Cashflow Stimulus

The Cashflow Stimulus money has now been transferred from our ATO to our bank account. Our bank account is now back to our pre-COVID level. The remaining payments will be received in early July and early October.

Finances

The canteen financial report for May is attached.

May	Monthly Summary	
Total Deposits		19894.47
Totals Withdrawals		7432.59
Nett movement		12461.88
Deposits		
	Daily Takings	0.00
	QuickCliq	3894.47
	Stimulis	16000.00
Withdrawals		
	Wages, PAYG & Super	6366.80
	Petty cash	902.80
	Insurance	0.00
	Other	132.99
	Suppliers	30.00

Uniform Shop Report 16 June 2020

Sales figures and expenditure

Please refer to the Treasurer's Report.

General Shop Operation

We're back operating on school ground officially since Tuesday 16 June.

We have received the 2nd and last set of top up order of Year 6 leavers items.

Limited quantities of excess rain jackets are for sale online and at the shop (until stocks run out).

We have successfully transitioned from the EFTPOS machine to the Square Reader + Tablet operation. We're planning a training session with the Canteen staff towards the end of term. No response yet from call out for new volunteers.

Indent order (forward order to attract 10% discount) of mainly summer stock placed with Spartan on 9 June to prepare the shop stock for year 2021. We will receive these in the last week of January 2021.

kind regards,

Noriko
Churchlands Primary Uniform Shop
churchlandsuniform@gmail.com
0479112488

Churchlands Netball Committee Meeting

Thursday 4th June 2020

Present:

Jess Vanson

Claire de Franck

Shannon Ryan

Tracy Jurg

Rebecca Payne

Grady Coyne

Cath Tonkin

Sandra Holme

- 1 .Winter Competition: will be played from 18th July to 25th September. 10 rounds. Playing wise; Mon and Wed – Year 2/3, 4.15pm; Fridays – Year 4/5, 5.45pm ; Saturdays – Year 6, 7.45am
2. Email to be issued by JV to all parents outlining dates of winter competition – with those parents wishing to deregister being given a chance to do so with a refund.
3. Coronavirus protocol – all managers and coaches to complete the online courses as sent round by JV, in addition all posters to be displayed at training sessions. JV to speak with school about using a permanent noticeboard going forward for this material. In addition a participant training register to be completed at every training session as a record of who was in attendance, managers to retain and file for auditing should it be required under protocols. Hand Sanitiser to be present at each session and all balls to be cleaned using antibacterial wipes.
4. Fees are being reduced – apart from Year 6 who could get a refund of the difference, netball committee to retain the difference to pay for Coronavirus materials ie wipes and sanitiser.
5. Players and Teams – considerable discussion given to the teams in the Year 5 and 6 grouping. Movement between these teams agreed in principle and JV to notify those parents of the updated team suggestion based on various requests received to date.
6. Training for Year 5 and Year 5/6 to be condensed by Zoe into one training session on a Wed.
7. Umpires – Sandra will start allocating umpires. Jasmine Stewart or Ailsa's elder daughter is available for umpiring.
8. Netball poles – JV looking into possibly selling these and re-investing the funds into the Netball Committee.
9. Uniforms – CDF will advise team managers via JV on the uniform sizes and then by return all team managers to send an email to CDF (clairemaclachlan@hotmail.co.uk) stating the names and sizes of Uniforms (comprising a branded top) required by Friday 19th June. CDF to then issue a date/time for managers/coaches to collect prior to the School holidays. It to be noted that the uniforms ie tops are quite roomy and therefore a singlet will likely be required underneath.

**CHURCHLANDS PRIMARY SCHOOL
PARENTS AND CITIZENS ASSOCIATION INC.
MINUTES OF AN EXECUTIVE MEETING
Tuesday 31 March 2020, 7:00pm**

IN ATTENDANCE (via Zoom):

- Alischa Adam, Seema Karami, Hayley Sims, Hazel Chin, Philippa de Morton, Matt Rainbow, Rochelle Swan, Karen Ariyaratnam

1. APOLOGIES

- Gemma Taylor

2. APPOINTMENT OF EVENTS COORDINATOR

- 2.1 After the Annual General Meeting (AGM), Wendy McMahon indicated that she was still interested in taking on a role as an Office Bearer.
- 2.2 It was determined that it would be valuable to have an Events Coordinator to be the central point of contact for organising events and to coordinate the event committees.
- 2.3 The Events Coordinator will be an Executive role due to the need to seek approval for expenditure on events.

ACTION: Karen to email a nomination form to Wendy so that we have a record of her official nomination for the Events Coordinator role (by 1 April 20).

RESOLUTION: *That the Executive Committee of the Churchlands Primary School P&C accepts the nomination of Wendy McMahon to fill the role of Events Coordinator. Carried*

3. FOLLOW UP – PURCHASING IPAD FOR SQUARE READER

- 3.1 At the Annual General Meeting (AGM), the P&C agreed to spend up to \$500 to purchase an iPad so that it can be used with the square reader for card payments.
- 3.2 This would eliminate the need for the EFTPOS machine which has ongoing costs of \$32/month, plus transaction fees.
- 3.3 Although there is no immediate need to use the square reader because the Uniform Shop and Canteen are closed for the rest of Term 1 and potentially for Term 2, it might be a good time to buy the iPad or other compatible device (e.g. Samsung Galaxy Tab) so that it can be set up and all the uniform stock information can be recorded.

- 3.4 The P&C should look at the cancellation of the EFTPOS machine as we are not using it at the moment and we are still paying the monthly fee.

RESOLUTION: That the Executive Committee of the Churchlands Primary School P&C agrees that the EFTPOS machine should be retrieved from the Canteen and the EFTPOS service should be cancelled. Carried

ACTION: Philippa to pick up the EFTPOS machine from the Canteen and give it to Hazel (by 6 April 20).

ACTION: Hazel to contact the bank to cancel the EFTPOS machine (as soon as practicable).

ACTION: Seema to research a few options for a device that is compatible with the square reader and provide quotes to the Executive so that a decision can be made on which device to purchase (by 6 April 20).

4. DISCUSSION – TRIALLING TIDY HQ OR OTHER CLOUD BASED STORAGE

- 4.1 It would be beneficial for the P&C to use a cloud based storage system to store valuable documents.
- 4.2 The documents would be in a central location and would be available to Executive members, which would eliminate the need to hand over physical files and information on USB keys.
- 4.3 Churchlands Senior High School P&C uses Tidy HQ and this is the system that WACSSO also recommends.
- 4.4 Tidy HQ can be used to organise memberships, communicate to members, communicate to the Executive and manage membership payments.
- 4.5 If we used Tidy HQ, we could eliminate the need to use Qkr! for P&C payments and the costs associated with Qkr! However, there may be a fee associated with using Tidy HQ for managing payments.
- 4.6 The cost of a basic plan for Tidy HQ is \$49/month when paid as an annual subscription (\$588).

ACTION: Alischa to speak to other P&C Presidents to see what system they use for managing document, payments and communications (by 17 April 20).

ACTION: Matt, Hayley and Alischa to research options for cloud based storage (by 28 April 20).

ACTION: Hayley, Karen, Alischa and Seema to look into setting up a free trial of Tidy HQ (by 28 April 20).

5. CANCELLATION OF TERM 1 EVENTS AND POSTPONEMENT OF TERM 2 EVENTS

- 5.1 The P&C has received suggestions of alternative fundraising events/activities.
- 5.2 Some parents have also sent through some concerns or issues that they would like the P&C to bring to the attention of the school.
- 5.3 As there is uncertainty around when the children will return to school due to the COVID-19 situation, it is difficult for the P&C to plan events.
- 5.4 When a decision has been made about when children can return to school, the Executive will need to re-evaluate all events.

RESOLUTION: That the Term 1 events in the current P&C calendar of events are cancelled and the rest of the events, including those planned for Term 2, are postponed. Carried

6. ADJUSTMENT OF FUNDRAISING FORECAST AND SCHOOL 2020 RESOURCE LIST

- 6.1 A reminder email was sent to those people who have not paid the P&C Contribution and only an additional \$200 was received in response to that email.
- 6.2 This indicates that we might need to wait until the COVID-19 situation improves as people might be experiencing financial difficulties at the moment.
- 6.3 The P&C has donated \$30,700 to the school this year and we may not be able to make any more financial contributions to the school this year, as we have limited funds in the main account and we still have financial commitments to meet this year, such as WACSSO membership and Workers' Compensation insurance.
- 6.4 The additional items on the 2020 School Resource (i.e. frog pond and faction tents) may not be able to be funded by the P&C this year.

ACTION: Alischa to email Kim Fraser to find out whether the school is still planning on spending the P&C funds on the items that were approved on the School 2020 Resource List (3 April 20).

ACTION: If the school intends to re-allocate the donated P&C funds to other resources that are not identified on the School 2020 Resource List, Alischa to check with WACSSO whether a motion needs to be passed for this to occur (by 9 April 20).

RESOLUTION: That the Executive Committee of the Churchlands Primary School P&C agrees that fundraising activities are put on hold for the foreseeable future and the outstanding items on the School 2020 Resource List cannot be funded at this time. Carried

7. FUNDRAISING IDEAS AND ISSUES

7.1 The P&C has received fundraising ideas and suggestions from the school community.

7.2 Seema is recording these ideas in a register. Any concerns that are raised are also recorded in this register.

7.3 The fundraising ideas that have been received to date are: (i) selling hair ties and bows as a fundraising activity; (ii) raffle (prize being toilet paper and hand sanitiser); (iii) monetary donation to the P&C; and (iv) selling aprons or engraved pavers as part of the school's 55 year anniversary.

7.4 The concerns that have been received to date are: (i) need for the improvement of OSH Club facilities; (ii) new junior playground; (iii) additional areas for eating; and (iv) shelter.

7.5 As the P&C is not currently fundraising for a particular item, the fundraising ideas have been recorded and put on hold, except for plans to potentially celebrate the school's 55th anniversary later this year.

7.6 The issue of the OSH Club facilities is the responsibility of the school, as OSH is a third part commercial organisation and has a leasing agreement with the school. However, the P&C may be able to facilitate discussions with the school about the concerns raised by parents.

ACTION: Philippa to send an email to Seema regarding the fundraising idea(s) for the school's 55th anniversary (by 3 April 20).

ACTION: Rochelle to send information about the "Buy a Brick" fundraiser to Alischa (by 3 April 20).

ACTION: Alischa to coordinate Wendy, Hayley and Matthew to look into fundraising opportunities associated with the school's 55th anniversary (by 28 April 20).

8. COMMUNITY SUPPORT INITIATIVE – SPECIAL EDITION NEWSLETTER

8.1 There are quite a few families within our school community that have small businesses that have been affected by the COVID-19 situation.

8.2 Alischa has identified an opportunity to help these businesses by sending a special edition P&C newsletter that promotes these businesses to the school community.

8.3 There might need to be terms and conditions on what businesses can and cannot be included in the newsletter.

8.4 Alischa, Wendy, Hayley Rochelle and Philippa to form a task-force to coordinate this project.

ACTION: Alischa to contact WACSSO to confirm that the P&C can send out communications promoting small businesses in the community (3 April 20).

9. P&C COMMUNICATION CHANNELS DURING HOME SCHOOLING PERIOD

9.1 The P&C has a Facebook page that has been managed by Sonia Sweeny for the last two years.

9.2 Sonia has indicated that she is happy to handover the management of the Facebook page to someone else.

9.3 Hayley and Alischa will have a look at the Facebook page and Alsicha will take over the management of the page for the time being.

9.4 It is important to follow the guidance provided by WACSSO with regards to social media communications.

9.5 There is a need to provide some guidelines to class reps regarding how to facilitate communications during the home schooling period.

9.6 Some classes are using WhatsApp to stay connected as a class group or as a whole year group.

ACTION: Seema to find WACSSO's guidelines regarding social media and provide that to Alischa, Hayley, Philippa, Rochelle, Hazel and Karen (by 3 April 20).

ACTION: Alischa to send an invitation for a meeting (7pm, Monday 6 April) with the Executive (Hayley, Philippa, Rochelle, Hazel and Karen) to discuss guidelines for class reps on communications during the home schooling period (by 3 April 20)

ACTION: Alischa to send an invitation for a meeting (7pm, Wednesday 8 April) via Zoom to the class reps (by 3 April 20).

10. DELIVERY OF SCHOLASTIC BOOKS

10.1 The Scholastic books from the last order are due to be delivered this week.

10.2 The school will provide staff to help sort the books.

10.3 People that have placed a book order will be notified of the time and for the collection of the books.

ACTION: Seema to send an email to class reps (cc. Alischa) advising them that the Scholastic book delivery is expected this week and they will be notified of the time and location for collection of books (by 1 April 20).

11. TREASURER'S REPORT

- 11.1 Thanks to Catherine Tonkin for preparing this month's Treasurer's Report.
- 11.2 The main account has about \$29,000, with about \$9,000 allocated to netball funds and \$6,500 to DUCKs. This leaves about \$12,000 for general P&C use.
- 11.3 Therefore, the P&C needs to limit expenditure as there are no fundraising activities planned at this stage.
- 11.4 Hazel has received an email stating that Rochelle and Natanael have been successfully removed as signatories from all P&C accounts and that Alischa, Seema and Hazel have been added as signatories.
- 11.5 Security tokens to allow access to the accounts have not been received but are due to arrive this week.

12. CANTEEN REPORT

- 12.1 Over the last few weeks, practices at the canteen were changed in response to COVID-19 and the operations were scaled down until the eventual closure of the canteen last Friday.
- 12.2 The P&C is still paying wages for the Canteen Manager and Canteen Assistant while the Canteen is closed.
- 12.3 The P&C might qualify for government funding support if the P&C is considered to be a not-for-profit organisation.
- 12.4 It would be helpful to seek advice from a tax accountant to see whether we qualify for the business cash flow support and/or the JobKeeper payment, as either of these packages would help to cover the wages for our canteen employees.

ACTION: Philippa to send an email to Alischa with queries about the government support packages so that Alischa can seek advice from a tax accountant (by 1 April 20).

ACTION: Alischa to seek help from a tax account regarding whether our P&C would qualify for any government support packages (as soon as practicable).

13. FATHERING PROJECT REPORT

- 13.1 Bunnings has contacted Matt to advise that all sausage sizzles have been cancelled for the foreseeable future.
- 13.2 Matt sent a response to Bunnings stating that the DUCKs would be keen to run the sausage sizzle on the day before Father's Day, should Bunnings re-instate sausage sizzles at the Innaloo store.
- 13.3 DUCKs held their annual bike ride around Herdsman Lake on Sunday 15 March.
- 13.4 A total of 35 families attended this event, including dads with children in the younger year groups.
- 13.5 There were no accidents or incidents, and participants enjoyed an ice cream at the end of the bike ride.
- 13.6 The Fathering Project organisation is not active at the moment due to the COVID-19 situation.

14. NEXT MEETING DATES

- 14.1 There will be a mini Executive meeting (Alischa, Hayley, Philippa, Rochelle, Hazel and Karen) to discuss guidelines for class reps on communications during the home schooling period.
- 14.2 An Executive meeting will be called when an announcement has been made about what arrangements will be put in place for schooling in Term 2.
- 14.3 An Executive meeting might be called for Week 1 in Term 2.

15. MEETING CLOSED: 8:50pm

Churchlands Primary School P&C

Treasurer's Report – 27th March 2020

Cash Balance

	19 th Feb 2020	27 th Mar 2020	Movement
P&C Main Account	\$50,977	\$29,736	-\$21,241
Uniform Shop Account	\$15,869	\$16,750	\$881
Cash Balance	\$66,846	\$46,486	-\$20,360

Receipts

Receipts from to 20th of Feb to 27th of Mar 2020 comprised of -

Main Account	
P&C Contributions	\$200
Netball Registrations	\$9,230

Uniform Shop Account	
Uniform Sales	\$2,557

Payments

Payments from 20th of Feb to the 27th of Mar 2020 comprised of –

Main Account	
2020 School Resources	\$30,700

Uniform Shop Account	
Uniform Stock	\$ 8,970

Netball Funds

Funds available @ 27 th March 2020	\$ 10,791
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DUCKS Funds

Funds available @ 27 th March 2020	\$6,510
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Churchlands P&C Actuals 2020

Annual Cashflow -	Account Code	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Totals
Receipts:								
P&C Contribution	4-1010	-	27,300	200		-	-	27,500
P&C Memberships	4-2000	-	-	-	-	-	-	-
Welcome Picnic	4-3012	-	1,567	-	-	-	-	1,567
Netball Registration	4-3026	-	179	9,230		-	-	9,409
Fundraising - School	4-3000	690	-	-	-	-	-	690
FDMSA Payment	4-4028		10,880	1,565		-	-	12,445
Total Receipts		690	39,926	10,995	-	-	-	51,611

Payments:								
2020 Resources	6-1325			30,700				
Welcome Picnic	6-1350	1,245	1,245	89	-	-	-	2,579
CBA Merchant Fee	6-1364	44	35	72	-	-	-	151
FDMSA Fee	6-1365	84	145	144	-	-	-	372
Transfer Uniform Shop Eftpos Sales	6-1367	-	10,025	1,783	-	-	-	11,808
Transfer Canteen Eftpos Sales	6-1368			343				
DUCKS - Camp Out Expenses	6-1559	450	-	-	-	-	-	450
Administration expenses	6-2500			211	-	-	-	
Total Payments		1,823	11,450	33,342	-	-	-	15,361

Monthly Inflow (+)/Outflow (-)		(1,133)	28,477	(22,348)	-	-	-	36,250
Opening Cash Balance		24,741	23,607	52,084	29,736	29,736	29,736	
Closing Cash Balance		23,607	52,084	29,736	29,736	29,736	29,736	

Bank Reconciliation Churchlands Primary School P&C P&C Main Account 27/03/2020

		\$
Opening Cash Account Balance	19/02/2020	50,977
Add: Receipts		12,689
Less: Payments		(33,930)
Closing Cash Balance	27/03/2020	29,736 A
Closing Balance of Bank Account	27/03/2020 (as per bank statement)	29,736
Add: Receipts not banked (refer detailed listing below)		
Less: Cheques written but not presented (refer detailed listing below)		0
		29,736 B
	Difference (A-B)	(0) Note: 'A' must equal 'B'

Churchlands P&C Uniform Shop Actuals 2020

Annual Cashflow -	Account Code	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Totals
Receipts:								
Miscellaneous	4-5000	-	-	-	-	-	-	-
Cash Sales	4-5001	800	950	223	-	-	-	1,173
OOO / Quickclick Uniform	4-5002		10,645	550	-	-	-	11,195
Eftpos Sales	4-5005		10,025	1,783	-	-	-	11,808
Total Receipts		800	21,620	2,557	-	-	-	24,176

Payments:								
Miscellaneous	6-2100	-	64	-	-	-	-	64
Spartan	6-2109		2,558	-	-	-	-	2,558
PMM / Wanneroo Uniforms	6-2090		5,005	8,970	-	-	-	13,975
Total Payments		-	7,627	8,970	-	-	-	16,597

Monthly Inflow (+)/Outflow (-)		800	13,993	(6,414)	-	-	-	7,579
Opening Cash Balance		8,371	9,171	23,164	16,750	16,750	16,750	
Closing Cash Balance		9,171	23,164	16,750	16,750	16,750	16,750	

Bank Reconciliation Churchlands Primary School P&C P&C Uniform Shop Account 27/03/2020

			\$
Opening Cash Account Balance	<u>19/02/2020</u>		15,870
Add: Receipts			10,052
Less: Payments			9,171
Closing Cash Balance	<u>27/03/2020</u>		16,750 A
Closing Balance of Bank Account	<u>27/03/2020</u> (as per bank statement)		16,750
Add: Receipts not banked (refer detailed listing below)			0
Less: Cheques written but not presented (refer detailed listing below)			0
			16,750 B
		Difference (A-B)	0 Note: 'A' must equal 'B'

Canteen Report 31st March 2020

Current Canteen Account Balance \$31,452.66

Canteen Operation

The canteen made several stepped changes during March to try to keep up with the changing environment due to COVID-19. The changes occurred in the order below.

1. Reinforcing standard hygiene practice as well as eliminating reusable cups
2. Reducing the menu and eliminating the requirement for parent volunteers. Enforcing children to be behind a line at the counter to increase separation.
3. Closing of the canteen from last Friday

These decisions were made in consultation with Mrs Fraser and the P&C executive / canteen committee.

The canteen operation will need to be reviewed once we know what is happening with school operations.

Canteen Staff

Canteen staff are at this stage being retained and paid their base wages. The canteen has enough money to pay them at this stage. Depending on the duration of the shutdown this will need to be reviewed by the P&C.

We may be entitled to funding through the government's business stimulus package which would cover their wages for 2 terms.

Events

Swimming carnival lunch special was cancelled. Money was returned to parents, or has been retained by canteen for future lunch orders as requested by parents.

Food Safety Training

Canteen orientation / food safety training was also cancelled due to COVID-19 concerns. We will look at running this at some stage in the future.

Finances

The canteen financial report for February is attached.

February	Monthly Summary	
Total Deposits		9171.26
Totals Withdrawals		3023.24
Nett movement		6148.02
Deposits		
	Daily Takings	3637.25
	QuickCliq	5534.01
Withdrawals		
	Wages, PAYG & Super	1649.65
	Petty cash	1343.59
	Insurance	0.00
	Other	0.00
	Suppliers	30.00

**CHURCHLANDS PRIMARY SCHOOL
PARENTS AND CITIZENS ASSOCIATION INC.
MINUTES OF AN EXECUTIVE MEETING
Wednesday 22 April 2020, 7:30pm**

IN ATTENDANCE (via Zoom):

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

1. APOLOGIES

- Matthew Rainbow, Seema Karami, Wendy McMahon

2. CANTEEN OPERATIONS

- 2.1 As school will be reopening next Wednesday (29 April), the Executive needs to make some decisions about the canteen operations.
- 2.2 Anna participated in a meeting hosted by the WA School Canteen Association, where concerns were raised and the actions of other school canteens were discussed.
- 2.3 The canteen staff would like to delay the opening of the canteen till Week 3 due to health concerns.
- 2.4 The school community is likely to understand that the canteen will not be open in the first few weeks of school and that when the canteen reopens, its operations will be different to normal operations.
- 2.5 The Executive is supportive of delaying the opening of the canteen till Week 3.

RESOLUTION: That the Executive Committee of the Churchlands Primary School P&C will keep the canteen closed in Weeks 1 and 2 and reopen the canteen in Week 3 with the following restrictions: no parent volunteers; no over the counter service; online orders only; and no handling of cash. Carried.

ACTION: Alischa to email Kim Fraser to get an indication of the number of students returning to school and confirm that the school is in agreement with the P&C's decision to keep the canteen closed in Weeks 1 and 2 and reopen it in Week 3 with limited operations (by 24 April 20).

3. JOB KEEPER PAYMENTS

- 3.1 Churchlands Primary School P&C Association Inc. is potentially eligible for two government payments.
- 3.2 The first payment that the P&C may be eligible for is the “Boosting Cash Flow for Employers”.
- 3.3 The minimum payment is \$10,000 and will be automatically delivered in the ATO portal account.
- 3.4 The second payment that the P&C may be eligible for is the “Job Keeper Payment” and helps to cover the wages of employees. The payment is \$1,500 per employee per fortnight.
- 3.5 There is a requirement to prove that there has been a reduction of 30% in revenue in one of three scenarios: (i) March 2020 compared to March 2019; (ii) April 2020 compared to April 2019; or (iii) Quarter 2 2020 compared to Quarter 2 2019.
- 3.6 If the P&C meets the criteria for the Job Keeper Payment and would like to apply for the payment, it is required to ensure that the first payment is made to our canteen employees before 30 April 2020. It should be noted that the P&C plans to make the payment on 24 April 2020 to ensure that the payment is received by the employees prior to 30 April 2020.
- 3.7 There is also a requirement for the canteen employees to complete a form to confirm that they are happy to receive the Job Keeper Payment.
- 3.8 As there is a requirement to make the first Job Keeper Payment before any funds are received from the government, the P&C will provide correspondence to our canteen employees that the payment is made on the premise that we will receive the Job Keeper Payment from the government. In the event, that the government determines that the P&C is not eligible for the payment, then the wages of our canteen employees will be adjusted in their wages for May.
- 3.9 The government should process the first Job Keeper Payments in the first week of May.

ACTION: Hazel to email the revenue for the P&C for March and April for 2019 and make a comparison with March and April 2020 (by 22 April 20).

- 3.10 The revenue figures for the P&C (main, uniform shop and canteen accounts) provided by the P&C Treasurer and Canteen Coordinator were as follows:

- March 2019 = \$32,242 March 2020 = \$21,292 (34% reduction in revenue)
- April 2019 = \$11,686 April 2020 = \$45 (99% reduction in revenue)

RESOLUTION: That if the Churchlands Primary School P&C's revenue has been reduced by more than 30% in one of the scenarios, then the Churchlands Primary School P&C will apply for the Job Keeper Payment and make the advance payment to our canteen employees prior to 30 April 2020. Carried

ACTION: Alischa to draft a letter and Philippa to apply for the Job Keeper Payment if the revenue for the P&C has been reduced by 30% or more for one or more of the three eligible scenarios (by 24 April 2020).

ACTION: Rochelle to email the P&C letterhead to Alischa (by 23 April 20).

4. SPECIAL EDITION NEWSLETTER UPDATE

- 4.1 Kim Fraser is supportive of the P&C preparing a special edition newsletter that provides information on small businesses owned by families in our school community that have been affected by the COVID-19 situation.
- 4.2 Kim indicated that at her previous school, they did a similar promotion and put the information on the school website.
- 4.3 The P&C will put a call for expressions of interest and it will be determined whether the information is listed in a special edition newsletter or whether the P&C works with the school to see if the information can be uploaded to the school website.

ACTION: Alischa to email Kim Fraser to ask if the school would allow the information of small businesses in our school community to be put onto the school website (by 27 April 2020).

5. ZOOM SUBSCRIPTION FOR THE P&C

- 5.1 As social distancing requirements will continue to be enforced into the future, the P&C will need to continue to hold meetings through an online platform.
- 5.2 Currently, we are relying on an Executive member's personal Zoom account.
- 5.3 The P&C should purchase a Zoom subscription for Executive members to use when they need to hold a meeting with the Executive or with the Committees. The Zoom login would be shared with the Executive.
- 5.4 The cost of the subscription is \$17.49/month for a 12 month period, amounting to \$209.90 which is billed annually.

RESOLUTION: That the Churchlands Primary School P&C purchases an annual Zoom subscription at a cost of \$209.90, which will have a new general P&C email address so that the login details can be shared with Executive members. Carried

6. UNIFORM SHOP OPERATIONS

- 6.1 The Uniform Shop cannot open as parents are not permitted to enter the school grounds.
- 6.2 Currently, uniform orders can still be placed online, but no formal arrangements have been made for the orders to be delivered to children or parents.
- 6.3 If Noriko receives permission from the school to enter the Uniform Shop to pack the orders, we need to work out how the orders will be delivered to children or parents. It would be helpful if the teachers could deliver the orders to the children in the classroom.

ACTION: Alischa to email Kim Fraser to clarify whether our Uniform Manager can enter the school grounds to go to the Uniform Shop to fulfil orders and also ask if the teachers can distribute the orders to the children in the classroom (by 27 April 20).

7. NEXT MEETING DATES

- 7.1 The next P&C Executive meeting will be at 7:30pm on Wednesday 6 May 2020.

8. MEETING CLOSED: 8:50pm

**CHURCHLANDS PRIMARY SCHOOL
PARENTS AND CITIZENS ASSOCIATION INC.
MINUTES OF AN EXECUTIVE MEETING
Wednesday 6 May 2020, 7:30pm**

IN ATTENDANCE (via Zoom):

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

1. APOLOGIES

- Wendy McMahon

2. CANTEEN REPORT

- 2.1 The plan is to re-open the canteen next week (Week 3).
- 2.2 There will be a limited menu, which will include toasted sandwiches, standard hot food, sushi, but no specials.
- 2.3 Drinks will be limited to fruit juice boxes and boxed Milo drinks.
- 2.4 Milk will not be sold, as Anna is trying to limit the number of deliveries to the canteen and also limit the amount of perishable food being kept in the canteen.
- 2.5 Anna has started to buy supplies for the canteen from the grocery shops.
- 2.6 The Canteen Committee has been preparing the Canteen COVID-19 Draft Plan using the template provided by the Western Australian School Canteen Association Inc. (WACSA). The draft plan will be circulated next week.
- 2.7 The forms for the JobKeeper payments, which provide confirmation of the canteen employees and turnover details for April and predicted turnover for May, have been submitted.
- 2.8 Confirmation has been received that we do not need to re-qualify for JobKeeper and even if our turnover increases, we will receive the payments (which may be till 27 September 2020).
- 2.9 An initial payment of \$10,000 from the government's Boosting Cash Flow for Employers initiative has been received. However, the Australian Taxation Office (ATO) is holding the money until we provide our bank details.

ACTION: Rochelle, who is currently the nominated contact person for the P&C's MyGov account, to call the ATO to provide bank details.

ACTION: Rochelle and Alischa to arrange for the nominated contact person for the MyGov account to be changed to Alischa.

3. THANKING OUR TEACHERS

- 3.1 Seema received a suggestion from a parent about thanking the teachers for their hard work and effort at school during the COVID-19 crisis.
- 3.2 The P&C Executive Committee put forward a number of ideas to thank the teachers and school staff, and these included a commemorative plaque with the staff names, planting a tree for each staff member, buying coffee vouchers for all school staff, having thank you videos from children, giving thank you letters from the children, giving drawings from the children, providing a morning tea for the teachers and buying a coffee machine for the school staff room.
- 3.3 The Executive Committee decided to move forward with purchasing coffee vouchers for the school staff (i.e. teachers, education assistants, specialist teachers, support staff, administration staff, School Executive and canteen staff). This would need to be done by making a specific request to parents to purchase coffee vouchers via Qkr!.
- 3.4 Excess funds that are collected would be used to purchase a coffee machine for the staff room, if approved by Kim Fraser.

RESOLUTION: That the Churchlands Primary School P&C makes a request to parents to purchase a coffee voucher via Qkr! for the teachers and other school staff as a way of thanking them for their ongoing efforts and hard work during the COVID-19 crisis. Any additional funds will be used to purchase a coffee machine for the school staff room. Carried

ACTION: Seema to confirm coffee prices in writing back to the Executive Committee to enable Qkr! donation amount to be finalised and set up.

ACTION: Seema to contact Reverie to discuss the initiative and how it could work, negotiate whether we can get a discount from them via a form of sponsorship, who will produce the paper vouchers, how the vouchers and payments will be reconciled, when payments will be made (up-front allowing for a refund for unused vouchers or on a monthly basis by invoice to us). Note that all of this correspondence needs to be done in writing and via email with the P&C President and Treasurer copied in.

ACTION: Hazel to set up Qkr! for donations (one day notice required).

ACTION: Alischa and Hayley to draft newsletter communication to families about the initiative and explain how it works and about the coffee machine.

ACTION: Source quotes for coffee machine and coffee supply once we have confirmed the coffee machine preference with the Principal.

ACTION: Alischa to share newsletter information as an email to Class Reps to distribute to families by email and WhatsApp or WeChat (where possible) to get this out widely to everyone to get maximum participation.

ACTION: Hayley to see if we can send this out on Flexibuzz, when the newsletter is ready, to ensure maximum reach.

ACTION: Share the launch of this initiative on the Facebook page and also after the donations are received.

3.5 The Executive Committee is also considering providing a “thank you” morning tea for school staff at the end of COVID-19 restrictions.

RESOLUTION: That when the COVID-19 restrictions are lifted, the Churchlands Primary School P&C will arrange a morning tea for the school staff, which will be prepared by the Canteen Manager and Canteen Assistant. If additional hours are required for the canteen staff to prepare the morning tea, the P&C will pay for these additional hours. Carried

3.6 The Executive Committee is also investigating whether we can get some plants and trees to be donated to the school as another way of thanking the school staff for their efforts.

3.7 If we cannot find a business to donate plants, we could possibly look at sourcing the plants from a wholesaler at a discounted price.

ACTION: Seema to approach businesses to see if they would be willing to donate plants for our school.

3.8 Another initiative that the P&C is pursuing is asking children to either prepare a short thank you video, draw a picture or write a thank you note to the teachers, administration staff and canteen staff.

3.9 It is hoped that the Class Reps would be willing to coordinate this.

ACTION: Hold a meeting with the Class Reps at 7:30pm next Wednesday (13 May) to explain the initiative and seek support and help with collecting videos/drawings/notes/cards.

4. TIDY HQ UPDATE

- 4.1 Philippa has made some enquiries to the Wembley Downs Junior Football Club as they use Tidy HQ to manage communications, memberships and other aspects of running the club.
- 4.2 The main reason why the P&C is looking at using Tidy HQ is to have a central location for the storage of documents to facilitate handovers when new Office Bearers take on a role.
- 4.3 Tidy HQ has a lot of functions that the P&C already uses different systems for, and if document storage and document sharing is the main issue, then there may be other options that the P&C could consider, such as Microsoft OneDrive, Google Drive or G Suite.
- 4.4 As the P&C is unable to organise events for Term 2 due to the current COVID-19 restrictions, we should use this time to further investigate cloud based storage solutions so that a decision can be made early in Term 3.

ACTION: Karen to ensure that Cloud Based Storage/Tidy HQ is on the agenda for Executive meetings until a decision is made on the matter.

5. SMALL BUSINESS SPECIAL EDITION NEWSLETTER UPDATE

- 5.1 Alischa has been in contact with Kim Fraser and Luke Johnson about the possibility of making the newsletter available on the P&C section of the school website.
- 5.2 It is likely that Typeform will be used to collect the information from the small business owners.
- 5.3 The P&C will need to sign up for a free version of Typeform, which is limited to text only.

ACTION: Alischa to continue to liaise with the school about putting the small business special edition newsletter onto the P&C section of the school website.

6. TERM 2 PLANNING FOR TERM 3 EVENTS AND DATE DISCUSSIONS

- 6.1 The usual Term 2 events are the Lapathon (organised by the parents of Year 2s) and the Family Event (organised by the parents of the Year 3s).
- 6.2 The Lapathon is the biggest fundraising event for the P&C and we should aim to run the Lapathon in Week 8 or 9 of Term 3, if COVID-19 restrictions are lifted and we receive permission from the school to do so. It should be noted that the Interschool Carnival is usually held in Week 8 or 9 of Term 3.

6.3 As the Lapathon would be a main focus for the P&C this year, we would put a call out to the whole school community to find volunteers to help organise the event.

6.4 Another fundraising activity that the P&C will continue to investigate is the school brick fundraising project. When this fundraiser was held a few years ago, the single engraved paver cost \$50 and a double engraved paver was \$100.

6.5 The Brick Committee consists of Alischa, Seema, Gemma and Matt, and a meeting will be held at 7:30pm on Wednesday 27 May 2020.

ACTION: Matt to contact the brick company, prior the Brick Committee meeting, to confirm that they are still making the engraved pavers and to confirm the prices for the two sizes of pavers.

7. CLASS REP MEETING DATE

7.1 The next meeting with Class Reps will be held at 7:30pm on Wednesday 13 May 2020, via Zoom.

ACTION: Alischa to send out the Zoom meeting invitation to Class Reps on Tuesday 12 May 2020.

ACTION: Karen to prepare the agenda for the Class Rep meeting and send this to Alischa on Monday 11 May 2020.

8. GMAIL AND EMAIL

8.1 Instructions (with screen grabs) on how to change names linked to P&C email accounts will be emailed to the Executive so that everyone can change these details for each P&C email address so that the correct details show up on emails. Note that the details for the P&C email addresses need to be changed on each device used to send P&C emails.

ACTION: Alischa to send instructions on how to change names linked to P&C email accounts to Karen.

ACTION: Karen to email a copy of the instructions to all Executive members with the meeting minutes.

9. RAIN JACKETS

- 9.1 The Uniform Shop sells navy rain jackets every two years and the last time that this was offered was in 2018. The reasons why rain jackets are not stocked in the Uniform Shop as a permanent item is that it is not a compulsory uniform item and when we order them, we are required to make a minimum order. Also, there is not enough room in the Uniform Shop to store unsold rain jackets. It should be noted that as the rain jacket is not a compulsory uniform item, it can only be worn to and from school and cannot be worn in the classroom.
- 9.2 In the past, rain jackets could be pre-ordered over a two week period and then the order was submitted to the supplier. There was a quick turnaround time because there were no logos on the rain jackets.
- 9.3 As it has been two years since the rain jackets were offered as a pre-ordered item, the P&C will seek interest from parents as to whether they would like to purchase the rain jackets, which would cost \$31. If there is sufficient interest, the Uniform Shop will set up a pre-ordering system for the rain jackets.

ACTION: Noriko to work with Hayley on seeking expressions of interest in pre-ordering the rain jackets, in this Friday's edition of the Chatter.

10. NEXT MEETING

- 10.1 The next P&C Executive meeting will be at 7:30pm on Wednesday 3 June 2020.

11. MEETING CLOSED: 9:20pm

Canteen Report 6th May 2020

Current Canteen Account Balance \$20,292.03

Canteen Operation

Canteen is planned to reopen Week 3 – Wednesday 13th May. Menu will be reduced. Other changes to decrease risks due to COVID-19 include:

1. No cash sales – online only
2. No recess or after lunch sales
3. Lunch boxes will be sent in fabric bags that can be washed each night
4. Sanitiser and regular cleaning
5. No parent volunteers

Canteen operation and menu will be reviewed as the situation changes.

Job Keeper

Canteen staff are being paid the JobKeeper allowance of \$1500. This has led to us paying out a lot more in April than we normally would. Once this is reimbursed from the ATO our bank account should look healthier.

Cashflow Stimulus

We have received \$10,000 from the Government in the Cashflow Stimulus. This is still sitting in our ATO account – we are working to be able to transfer this to our bank account.

Air conditioning

The school has installed new air conditioning in the canteen. This should help with a major safety issue of damp floors we were having and hopefully the frosting up of the ice-cream freezer.

Finances

The canteen financial report for March and April is attached.

March	Monthly Summary		April	Monthly Summary	
Total Deposits		7724.76	Total Deposits		0.00
Totals Withdrawals		12317.20	Totals Withdrawals		7584.20
Nett movement		-4592.44	Nett movement		-7584.20
Deposits			Deposits		
	Daily Takings	2860.40		Daily Takings	0.00
	QuickCliq	4864.36		QuickCliq	0.00
Withdrawals			Withdrawals		
	Wages, PAYG & Super	5124.79		Wages, PAYG & Super	6622.00
	Petty cash	1752.62		Petty cash	0.00
	Insurance	0.00		Insurance	0.00
	Other	73.10		Other	176.76
	Suppliers	5366.69		Suppliers	785.44

**CHURCHLANDS PRIMARY SCHOOL
PARENTS AND CITIZENS ASSOCIATION INC.
MINUTES OF AN EXECUTIVE MEETING
Wednesday 3 June 2020, 7:30pm**

IN ATTENDANCE (via Zoom):

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

1. APOLOGIES

- Hayley Sims

2. P&C EXECUTIVE ACTION LIST

- 2.1 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.
- 2.2 A possible alternative to Tidy HQ is Google Drive, which is a cloud based storage service that would be linked to the P&C Gmail email addresses (Action No. 9).
- 2.3 Alischa is still liaising with Luke Johnson with regards to putting the small business information onto the school website.
- 2.4 Alischa has sought permission from Kim to put the Chatter on Flexibuzz (Action No. 35). In addition, a copy of the Chatter will be sent to Rowena Beaumont so that it can be posted on the school website under the "P&C Association" section of the website.
- 2.5 Benita has kindly offered to contact the City of Stirling to see if they can provide trees to the school for the COVID-19 Teachers' Thank You and 55th Anniversary (Action No. 37). Alischa has spoken to Kim about the tree planting initiative and she is supportive of the idea. However, the planting sites need to be carefully selected so that the trees do not make mowing the lawn difficult.
- 2.6 Matt has contacted the brick company and they have confirmed that they are still making the engraved pavers and the prices are still the same (single engraved paver costs \$50 and a double engraved paver costs \$100) (Action No. 41). If over 100 pavers are ordered, then they will be delivered for free. Note that double pavers are counted as two pavers when calculating the number of pavers for delivery.
- 2.7 There was a suggestion during the Class Rep meeting to run the lapathon in a slightly different format so that COVID-19 safety requirements can be met. The suggestion was to

have the lapathon in three different sessions (i.e. Senior, Middle and Junior). Kim is supportive of the P&C holding the lapathon in this modified format (Action No. 44).

ACTION: Alischa to prepare a rationale for why we would like the trees for our school and what the objective of the tree planting programme would be.

3. IDEAS AND ISSUES REGISTER

- 3.1 The two additional fundraising ideas on the register are the modified lapathon and the Greenbatch Container Scheme.
- 3.2 Seema has also received some negative feedback about the priorities of the P&C. There was a query about why the P&C is not focussing its efforts on the car park realignment. A solution for the car park issue is being negotiated by the school and the Department of Education.
- 3.3 There is a need to continue to explain the responsibilities and objectives of the P&C to the community in the Chatter.

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

4. PRESIDENT'S REPORT

- 4.1 Thanks was expressed to the Executive team for the support that they have provided to the President.
- 4.2 Kim has been extremely appreciative of the thank you coffee initiative.
- 4.3 Kim has been working on the car park plans with the Department of Education and there may be a possible solution. The car park is a complicated issue as the land that the car park is on, is owned by the City of Stirling, Town of Cambridge and Department of Education.
- 4.4 Alischa and Rochelle have had some handover meetings and the handover process is almost complete. Handover meetings will be held with Seema and Hazel to further clarify their roles.
- 4.5 Noriko Suizu was formally invited by the President to become an Executive Member and the position was accepted by Noriko.
- 4.6 Alischa is keen to increase and improve communications to parents, including having all the information about sports activities and other before/after school activities located on the website under the "P&C Association" section.
- 4.7 The Events Coordinator role is still vacant as Wendy MacMahon is unable to take up the position at this time. There is the option of splitting up the Events Coordinator role (e.g.

Cake Stall Coordinator, Sustainability Coordinator, Lapathon Coordinator) to make it easier for people to volunteer to coordinate a specific event.

4.8 Gemma expressed interest in coordinating the various Events Coordinators.

4.9 A letter was received from Sean L'Estrange, expressing interest in meeting with the P&C President. The President and a representative of the School Board will aim to set up a meeting with Sean.

RESOLUTION: That the Executive Committee of the Churchlands Primary School P&C accepts the nomination of Noriko Suizu to fill the role of Executive Member. Carried

ACTION: Rochelle to email a list of coordinators that would be required to cover the role of the Events Coordinator.

ACTION: Alischa and Gemma to meet to discuss the scope of the new role of coordinating the Events Coordinators.

ACTION: Alischa to contact Sean L'Estrange to set up a meeting.

5. TREASURER'S REPORT

5.1 The current cash balance for the main account is \$31,689.

5.2 The current cash balance for the uniform shop account is \$19,926.

5.3 The current total received for the Teacher Appreciation Coffees is \$2,000.

5.4 There is still a need to keep the EFTPOS machine until the square reader and new tablet device have been trialled to confirm that the new electronic payments system is working. There will be an opportunity to use the square reader and new tablet device when the uniform shop re-opens.

5.5 Once the square reader and new tablet have been trialled and we are able to accept electronic payments at the uniform shop, the EFTPOS machine can be cancelled.

6. UNIFORM SHOP REPORT

6.1 The uniform shop operations have been going smoothly and the transition from physical shop sales to online only sales has been managed well by Noriko.

6.2 The 2020 Leavers polos and hoodies were delivered and the process went smoothly thanks to the help of Kristie Downing who coordinated the orders.

6.3 The rain jackets were made available for pre-order and a total of 40 jackets were sold.

- 6.4 A Samsung Galaxy Tablet (Tab A 8.0) was purchased and all the uniform stock has been entered into the Square set up.
- 6.5 The re-opening of the uniform shop would require approval from Kim and we would need to ensure that all COVID-19 safety requirements (e.g. hand sanitiser, social distancing) are implemented prior to re-opening.
- 6.6 A call-out for new volunteers for the uniform shop should be put in the Chatter, as the aim is to train volunteers in Term 3. A notice about the new square reader set up in the uniform shop also needs to be included in the Chatter to advise parents that it may take a little longer to make purchases while the uniform shop volunteers get used to the new payment system.

ACTION: Noriko to ensure that there is hand sanitiser in the uniform shop for volunteers and parents to use. Consider marking out safe distances on the floor for people to stand when being served.

ACTION: Alischa/Noriko to email Kim seeking approval for the uniform shop to re-open.

ACTION: Alischa to include a call-out for volunteers for the uniform shop and to advise parents of the new square reader payment system being used at the uniform shop.

7. CANTEEN REPORT

- 7.1 The canteen re-opened successfully in Week 3 and has been operating without any issues.
- 7.2 The Canteen Committee is assessing when and how to re-introduce volunteers due to the limited space in the canteen.
- 7.3 The current plan is to keep the canteen operating without volunteers until the end of the term.
- 7.4 Volunteers may be re-introduced in Term 3 and a call for volunteers will be made closer to the time.
- 7.5 The Boosting Cashflow for Employers payment of \$10,000 has been received in the canteen account and this has raised the cash balance back to the pre-COVID total. The next payments under this scheme, which should be \$5,000 each, will be after the June and September Business Activity Statements (BAS) have been submitted.
- 7.6 Our canteen employees have been receiving the fortnightly JobKeeper payments.
- 7.7 The Workers' Compensation Insurance renewal notice has been received and needs to be paid.

ACTION: Philippa to clarify with the insurance company whether the employee wages for the Workers' Compensation Insurance renewal will be based on normal wages are the JobKeeper payments.

8. COVID-19 TEACHERS' THANK YOU

8.1 Treasurer's Update on Donations

- A total of \$2,000 has been received to date.
- The Executive needs to determine the apportionment of the funds for coffee vouchers, the coffee machine, coffee supplies, tea supplies, morning tea and balloon/box.
- There are 62 staff members at the school, however the Executive has decided to include relief teachers that have been working regularly at the school this term, OSH employees, canteen staff and the cross-walk attendants.

ACTION: Karen to send the staff list to Rochelle so that she can review the list.

ACTION: Rochelle to advise on the number of relief teachers that we should allow for when calculating the number of coffee vouchers.

8.2 Reminder to Community re: Donations Closing

- A reminder will be sent out to the school community in the Chatter.
- The date for final donations might be extended till Sunday 7th June, which will allow the vouchers, coffee machine/supplies and tea supplies to be purchased next week and presented at the Monday staff meeting on 15th June.

ACTION: Alischa/Hayley to send out a reminder in the Chatter about the closing date for the thank you coffee donations.

8.3 Coffee Vouchers – Purchase Process

- It was suggested that we should aim to purchase five coffee vouchers per staff member. This needs to be confirmed once we get the final number of staff, which will include relief teachers, OSH employees, canteen staff and the cross-walk attendants.
- The coffee vouchers will be purchased in the week-commencing 8th June.
- The coffee vouchers will be put in a box and presented to the school at the staff meeting on Monday 15th June. The vouchers will be left for the school to distribute to the staff.

ACTION: Alischa/Seema to purchase the nominated number of coffee vouchers by 12th June.

8.4 Coffee Machine and Tea Supplies Quotes

- Nespresso is currently running an offer to buy a coffee machine for \$1 and sign up for 1 year of coffee pods.
- Tea supplies might include a nice teapot from T2 and some tea.

ACTION: Rochelle to send information about the Nespresso coffee machine offer.

8.5 Kids/Class Thank Yous

- There have been a small number of videos and cards received by class reps.
- A nice example of a thank you card was received from a boy in Gemma's class.
- There was a suggestion for parents to send an apple with a thank you note attached.
- Some information on how to compile the videos should be sent to the class reps to help them with this task.
- The aim is to have all the drawings, notes, cards and videos collected from the class reps before Friday 12th June so that these can be presented to the teachers at the staff meeting on Monday 15th June.

ACTION: Gemma to send a photo of the tulip thank you card to Alischa.

ACTION: Rochelle to send information about video software being used to compile the video messages received from her class.

ACTION: Seema to send information about how to compile videos using Apple iMovie.

8.6 Teachers' Morning Tea

- Funds from the thank you coffee donations will be used to purchase morning tea for the teachers.
- The teachers' morning tea will be held on another day.

ACTION: Alischa and Gemma to decide on the date for the teachers' morning tea, identify what needs to be done for the morning tea and delegate tasks to the Executive.

8.7 Tree Planting Update

- Benita has volunteered to contact the City of Stirling and other tree suppliers for the COVID-19 Teachers' Thank You and for the 55th Anniversary.

8.8 Brick Plaques for Trees

- A plaque, that thanks the teachers for their efforts during the COVID-19 crisis, could be made and placed near the trees.

9. 55th ANNIVERSARY CELEBRATIONS

- 9.1 An announcement about the P&C's plans to celebrate the 55th anniversary of the school will be made in the Chatter.
- 9.2 The announcement will include a request for volunteers to join the 55th Anniversary Committee.
- 9.3 Possible fundraising ideas include tea towels, melamine plates and/or Christmas cards.
- 9.4 A date for formally celebrating the 55th anniversary needs to be agreed with Kim.

ACTION: Alischa to liaise with Kim on the date for the 55th anniversary celebrations.

10. SCHOOL BRICK FUNDRAISING PROJECT

- 10.1 The brick fundraiser was run five years ago for the 50th anniversary.
- 10.2 The engraved pavers that are purchased during the 55th anniversary brick fundraising project will replace blank pavers in the paved area on the northern side of the basketball court. Gemma has kindly agreed to lay the new engraved pavers.
- 10.3 The school brick fundraising project will be announced in the Chatter in Week 8 and will include pricing and the closing date for orders (8 weeks).

ACTION: Matthew to find out from the brick company how long the engraving process takes.

11. GREENBATCH CONTAINER SCHEME

- 11.1 A fundraising idea involving the collection of containers for the Greenbatch Container Scheme was sent through by a parent.
- 11.2 Further information is required to determine whether the collection of containers is for Greenbatch to make 3D printing filament, which means that the containers need to meet specific requirements, or whether the container scheme is a "cash for containers" scheme.
- 11.3 There is a need for someone to volunteer to take the lead on green initiatives.

ACTION: Seema to do some further research into the Greenbatch Container Scheme and discuss the feasibility of the P&C signing up for the program.

12. LAPATHON

- 12.1 Kim is supportive of the lapathon going ahead in a modified format (i.e. senior, middle and junior schools having separate events).
- 12.2 Gemma and Rochelle have kindly agreed to be the Lapathon Coordinators for this year and will require one or two parents from the senior, middle and junior year levels to join the Lapathon Committee.
- 12.3 The Lapathon Coordinators will mentor the members of the Lapathon Committee so that they can organise the lapathon events under the guidance of the Coordinators.

ACTION: Rochelle and Gemma to liaise with Kim and Mr Marshall to find out what date the events can take place.

13. EVENTS CALENDAR

- 13.1 The main events that need to be added to the events calendar are the Lapathon and the 55th anniversary celebration once the dates have been agreed with the school.
- 13.2 An email has been received from the organisers of the Wembley Downs District Fair and the P&C needs to consider whether they would like to have a stall at the fair, should it go ahead this year.

ACTION: Seema to review the emails from the organisers of the Wembley Downs District Fair and determine when the P&C needs to decide on accepting a stall.

14. CLOUD BASED STORAGE/TIDY HQ

- 14.1 The cloud based storage issue has a lower priority at the moment and the aim is to resolve this by the end of the year.
- 14.2 The alternatives to Tidy HQ that might be considered are Microsoft One Drive and Google Drive.

15. FATHERING PROJECT

- 15.1 The annual membership fee for the Fathering Project is due and will be paid using DUCKs funds.
- 15.2 The DUCKs Committee met last week and discussed how to hold an event that meets the physical distancing requirements.
- 15.3 The ideas that were discussed were a classic movie night and the annual camp out at school or at an alternative location, such as Moore River.

16. NEXT P&C COMMITTEE MEETING

16.1 It should be possible to hold the P&C General Meeting in Week 9 in the library.

ACTION: Karen to email Kim to find out whether we can hold a P&C General Meeting in the library in Week 9 and what the capacity of the library is.

MEETING CLOSED: 9:20pm

Churchlands Primary School P&C

Treasurer's Report – 31st May 2020

Cash Balance

	1 st May 2020	31st May 2020	Movement
P&C Main Account	\$29,389.80	\$31,689.86	\$2,300.06
Uniform Shop Account	\$16,750.35	\$19,926.20	\$3,175.85
Cash Balance	\$46,140.15	\$51,616.06	\$5,475.91

Receipts

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

Main Account	
P&C Contribution	\$200.00
Teacher Appreciation Coffee	\$1,584.00
Netball Registrations	\$179.01
Boost Mobeel (Welcome Picnic)	\$183.00

Uniform Shop Account	
Uniform Sales	\$10,170.78

Payments

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

Main Account	
Merchant Fees and EFTPOS Sales	\$1,805.10

Uniform Shop Account	
Uniform Stock	\$ 6,994.93

Netball Funds

Funds available @ 31st May 2020	\$10,970.50
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DUCKS Funds

Funds available @ 31st May 2020	\$6,510.96
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Churchlands P&C Actuals 2020

Date: 31/05/2020

[illegible][illegible]

Bank Reconciliation

Churchlands Primary School P&C
P&C Main Account
31/05/2020

Opening Cash Account Balance	<u>1/05/2020</u>	\$ 29,390
Add: Receipts		4,105
Less: Payments		1,805
Closing Cash Balance	<u>31/05/2020</u>	31,690 A
Closing Balance of Bank Account	<u>31/05/2020 (as per bank statement)</u>	31,690
Add: Receipts not banked (refer detailed listing below)		0
Less: Cheques written but not presented (refer detailed listing below)		0
		31,690 B
Difference (A-B)		<u>0</u> <i>Note: 'A' must equal 'B'</i>

List of Receipts not Banked as at 31/05/2020

Item	Amount	Date banked
Total	0.00	

List of Cheques not Presented at *[insert date]* 31/05/2020

Payee	Chq. No.	Amount	Date presented
Total		0	

Churchlands P&C Uniform Shop Actuals 2020

Date: 31/05/2020

[illegible]

Payments:													
Miscellaneous	6-2100	-	63.90	-	-	-	-	-	-	-	-	-	63.90
Shops for Shops	6-2101	-	-	-	-	-	-	-	-	-	-	-	
Perm a Pleat	6-2102	-	-	-	-	-	-	-	-	-	-	-	
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	-	-	-	-	-	-	4,020.36
PMM / Wanneroo Uniforms	6-2090	-	5,005.06	8,970.20	-	5,532.50	-	-	-	-	-	-	19,507.76
Crocodile Creek	6-2089	-	-	-	-	-	-	-	-	-	-	-	
Leavers Jumpers	6-2091	-	-	-	-	-	-	-	-	-	-	-	
Total Payments		-	7,626.89	8,970.20	-	6,994.93	-	-	-	-	-	-	23,592.02

[illegible]

Bank Reconciliation
Churchlands Primary School P&C
P&C Uniform Shop Account
31/05/2020

Opening Cash Account Balance	<u>1/05/2020</u>	\$ 16,750
Add: Receipts		10,171
Less: Payments		6,995
Closing Cash Balance	<u>31/05/2020</u>	<u>19,926 A</u>
Closing Balance of Bank Account	<u>31/05/2020 (as per bank statement)</u>	19,926
Add: Receipts not banked (refer detailed listing below)		0
Less: Cheques written but not presented (refer detailed listing below)		0
		<u>19,926 B</u>
	Difference (A-B)	<u>0</u> Note: 'A' must equal 'B'

List of Receipts not Banked as at 31/05/2020

Item	Amount	Date banked
Total	0	

List of Cheques/Payments not Presented at 31/05/2020

Payee	Chq. No.	Amount	Date presented
Total		0	

Canteen Report 3rd June 2020

Current Canteen Account Balance \$32,753.91

Canteen Operation

Canteen reopened as planned Week 3 – Wednesday 13th May. Has been operating well with no issues.

We will reassess as restrictions are lifted when we can extend menu by reintroducing volunteers.

Job Keeper

We have received the payment of \$6000 for the April JobKeeper payments. We should receive the May payment soon.

Cashflow Stimulus

The Cashflow Stimulus money has now been transferred from our ATO to our bank account. Our bank account is now back to our pre-COVID level.

Finances

The canteen financial report for May is attached.

May	Monthly Summary	
Total Deposits		19894.47
Totals Withdrawals		7432.59
Nett movement		12461.88
Deposits		
	Daily Takings	0.00
	QuickCliq	3894.47
	Stimulis	16000.00
Withdrawals		
	Wages, PAYG & Super	6366.80
	Petty cash	902.80
	Insurance	0.00
	Other	132.99
	Suppliers	30.00

Uniform Shop Report 28 May 2020

Sales figures and expenditure

Please refer to the Treasurer's Report

General Shop Operation (Term 1 and 2 2020)

The Uniform Shop was operation in the traditional format (Physical shop open once a week on Tuesday mornings 8:15 - 9, with volunteers) until Week 7 of Term 1 (24 March). Term 1 Week 8 onward has been operating as an online shop only.

Sales slowed right down until the commencement of Term 2 as parents assumed T2 would be online remote learning. Once we learned that it's back to normal (with the option to keep kids at home until the end of week 3), sales of winter uniforms went up. Term 2 sales so far is over \$8000 (with ~\$2000 sales pending in CQ, but that's mainly for rain jackets), compared to around \$6235 in 2019. I was ill-prepared for this bump in winter sales, as usually, winter gear is ordered during the term breaks but uncertainly during this time I did not order enough winter gear. However, prompt deliveries by our two main suppliers has averted major delays.

I went to the shop to pack orders on Tuesday mornings and parents were requested via emails to pick up from the my house 5 min down from the School. Majority complied with the request for prompt collection. I have had some parents and students turn up at the shop while I was packing (so there were few physical sales). We have had 5-6 new families started in Term 2 so the shop was opened by appointment for them. Kim has kindly supplied me with the hand sanitiser for protection.

As of Week 6 Term 2, Kim has granted us permission to leave packed orders at the staff room for each class teacher to deliver orders to their rooms. This will reduce administrative work by the shop to contact each parents for pick up.

Leavers polo and hoodies

2020 Leavers polo and hoodies were ordered and delivered in Term 1 without any issues. Many thanks to Kristie Downing who co-ordinated orders from Year 6 parents.

Rain Jackets

Rain Jackets were offered for sale by pre-order on week 4 of Term 2 after an initial indication via Churchlands Chatters for Expression of Interest to purchase (22 indicated interests). I have ended up with 40 jackets sold by pre-order. Because of the nature of the minimum order requirement by this supplier (Permapleat), I have purchased 66 jackets to reach the minimums of each sizes (I need to purchase in packs of 8 per size if order number is greater than 8). Excesses are in sizes of 8, 10 and 12 which should be most popular sizes & will be available for sale for those who did not preorder. As per tradition, rain jackets will be offered again in 2022. We can consider using an alternative supplier, who doesn't have a complicated minimum ordering system, however the price per item will be \$37 cost (as opposed to \$31).

Tablet and Square Reader

Samsung Galaxy Tablet (Tab A 8.0) was purchased at a cost of \$248 from Officeworks. I have set the Tablet up using my churchlandsuniform@gmail account and my personal credit card details, which was required to download the Squareup App from the Google Play Store. I have entered all uniform shop items in the Square set up. We have not been able to 'test it out' as we are not selling manually at the Uniform Shop or the Canteen. As such, we request to keep the EFTPOS machine until we have confirmed that there's no issue with accepting parents' payments with the Square reader device. The Square reader is set up under the Treasurer's Email so the Treasurer will receive all correspondences such as records of transactions and payment transfers.

Requests for New Volunteers (at any time)

As per previous communication with the president, I request to do a call out for more Uniform Shop volunteers starting Term 3. Out of current 8 volunteers on roster, 4 are Year 6 parents leaving the school this year. I would like new people to start at a relatively quiet Term 3 to learn the operation. Also, please kindly mention in the Chatter that we have replaced the EFTPOS machine with the new Square reader set up, so please be patient as volunteers may struggle with the new payment system while we get used to it.

kind regards,

Noriko
Churchlands Primary Uniform Shop
churchlandsuniform@gmail.com
0479112488