

**CHURCHLANDS PRIMARY SCHOOL
PARENTS AND CITIZENS ASSOCIATION INC.
MINUTES OF A GENERAL MEETING
Tuesday 3rd December 2019, 7:00pm, Staff Room**

ATTENDANCE

- Attendance record on file.

1. WELCOME – PRESIDENT (Natanael Costea)

2. APOLOGIES

Philippa de Morton Kate Willis

3. CONFIRMATION OF THE MINUTES FROM PREVIOUS GENERAL MEETING

Resolution: That the minutes of the General Meeting of Churchlands Primary School P&C Association held on 5 November 2019 at 7:00pm, with the following amendment; that the new Canteen Account will have a requirement for one person to sign for transactions to be approved, be taken as read and confirmed as a true and accurate record. Carried.

4. CALL FOR OTHER BUSINESS FOR TONIGHT'S MEETING

- Netball Committee
- Enquiry over school water use & possibility of P&C funding the installation of solar panels.

5. BUSINESS ARISING FROM THE PREVIOUS MEETINGS

5.1. Fans for Undercover Area

- The 'Big Ass Fans' that the P&C purchased for the undercover area have been delivered to the school and will be installed [with appropriate reinforcements as necessary] during the school holidays.

5.2. Welcome Picnic

- CPS Principal Mrs Fraser has no objections, and is in favour of the P&C hosting their annual Welcome Picnic on a Sunday. It is hoped that this will allow more families to attend. The proposed date for the Picnic is Sunday 13th February, from 3-6pm. Food vans will be booked, enabling families to purchase snacks and early dinner at the event.

6. CORRESPONDENCE IN/OUT (Karen Ariyaratnam)

- Bank Statements

7. PRESIDENT'S REPORT (Natanael Costea)

- See attached report.
- Highlights include:
 - Acknowledgement of P&C funding initiatives achieved this year, with thanks given to the entire P&C team, and in particular, Rochelle.
 - Rewarding to be involved with the opening of the Creative Play Space, and to see all the other ways the P&C have contributed to the school throughout the year.

8. TREASURER'S REPORT (Catherine Tonkin)

- See attached report.
- Highlights include:
 - As of the 25th November, the closing cash balance of the combined main account and uniform account was \$43,567 (Main Account = \$37,629, Uniform Account= \$5,938).
 - During November, the main receipts were from the Cake Stall (\$326), Quiz Night (\$204), DUCKS Camp Out Bookings (\$180), and uniform sales (\$4,811).

- During November, the main payments were for honouring the 2019 CPS Teacher's Resource Wish list (\$22,850), DUCKS Campout expenses (\$1,126), Quiz Night expenses (\$1,504), and uniform stock (\$4,134).

9. Principal's Report (Kim Fraser)

- See attached report.
- Highlights include:
 - Thank you to the P&C for another fantastic year of partnership from the principal and all teaching staff.
 - Admiration and many positive comments from parents and other community members concerning the P&C's ongoing generosity to the school.
 - Outline of 2019 Donations; Creative Play Space, Big Ass Fans, kindy bikes, library books, maths trolleys, sports tent, sand play equipment and flexible learning furniture.

10. Uniform Shop Report (Meike Chang)

- No report attached.
- Business as usual:
 - The Uniform Shop open days for Kindy parents were successful.
 - Proposal by the upcoming 2020 Uniform Shop manager to introduce 'Boomerang Bags'. Initial use would be for the supply of Leavers jumpers, with increased numbers for general use if successful.

The bags will be made from donated material offcuts and sewn together by a small group of volunteers. A suggestion was made to possibly have additional bags made by the Year 6's (instead of, or in addition to, their knitted teddy bears).

11. Canteen Report (Rochelle Swan for Philippa de Morton)

- See attached report.
- Highlights include:
 - Term 4 roster is fairly well filled. Still opportunities for more volunteers available however. Term 1 2020 roster shell is pinned up in the canteen if anyone wants to plan ahead.
 - End of term special advertisement was sent out in Week 7, with orders closing on the 13th December.
 - The Canteen committee are currently in the process of finalising the setup of their petty cash bank account, approved at the last P&C meeting.
 - The information and online link for Food Safety Training has been emailed to all canteen volunteers. Anna and committee members will run a training/orientation day(s) at the beginning of next year for those who prefer face-to-face training over the online package.
 - The Canteen Account balance for end of October was \$32,704.

12. Fathering Project Report (Matt Rainbow)

- See attached report.
- Highlights include:
 - A thank you to all those who participated in or helped out at DUCKS events this year.
 - **2019 Events included:**
 - Herdsman Lake Bike Ride (April)
 - Dads Catch Up – Wembley Golf Course Driving Range (May)
 - WAFL Fathering Project special event (July)
 - Clip n Climb Event (August)
 - Bunnings Sausage Sizzle (September)
 - DUCKS Committee members attended the Fathering Project Leadership Forum (June) & the Leaders Recognition Dinner (November).
 - Camp Out (November)
 - Personal thank you from Matt to his fellow committee members, and an invitation to any Dad's that may be interested to become involved with the committee next year.

13. GENERAL BUSINESS

13.1 CPS Netball Association:

- Churchlands Primary School stand to lose their position in the Perth Netball Association Winter competition if the recently vacated positions on the CPS Netball Committee are not filled by the end of Week 9.
- A strongly worded memo detailing this will be sent out in the next school newsletter, via Flexibuzz and P&C Class lists in the hope of attracting volunteers.

13.2 School water use enquiry:

- A concerned P&C member enquired about the school's significantly large water use, compared to neighbouring primary schools. It was reported by Mrs Fraser that CPS used to be a Waterwise School but had lost its accreditation. It was noted that CPS still uses evaporative air conditioning to cool the junior teaching block, canteen and library. Mrs Fraser will investigate whether the bore installed at CPS is still in working order. The concerned P&C member will investigate who at the Water Corporation was responsible for the Waterwise Accreditation.

13.3 Possibility of P&C funded Solar Panels for CPS:

- An enquiry was made over the possibility of the P&C funding the purchase and installation of solar panels for CPS. Mrs Fraser is currently in the process of investigating CPS's eligibility for solar panels and the process involved for their installation in accordance with Departmental policy.

13.4 P&C Thank you & Farewell Gift Presentations:

- *Rebecca Brown* thanked for her huge effort towards coordinating the smooth running of the P&C's record breaking music quiz night.
- *Anna Prosper* thanked for her ongoing amazing work in the canteen this year.
- *Meike Chang* honoured and thanked for her many years as the Uniform Shop Manager and active P&C member.

14. NEXT MEETING DATE: AGM, Tuesday 25th February 2020, 7.00pm, Staff Room

MEETING CLOSED: 19.55 hours

P&C President Report

December 2019

I was privileged to join our principal Kim Fraser in cutting the ribbon for the Nature Play Space on Friday, the 15th of November. It's really rewarding to see how the P&C contributes to the school community!

I am grateful to have such a hands on team full of initiatives and dedication.

It's been an amazing year.

Well done everyone.

Regards,

Dr. Natanael Costea

P&C President

Churchlands Primary School

Churchlands Primary School P&C

Treasurer's Report – 25th November 2019

Cash Balance

	31 st Oct 2019	25 th Nov 2019	Movement
P&C Main Account	\$63,075	\$37,629	\$(25,446)
Uniform Shop Account	\$5,402	\$5,938	\$536
Cash Balance	\$68,477	\$43,567	\$(24,910)

Total cash decreased by \$24,910 from 31st October 2019 to 25th November 2019.

Receipts

Receipts from to 1st of Nov to the 25th Nov 2019 comprised of -

Main Account	
Cake Stall	\$326
Quiz Night	\$204
DUCKS Camp Out	\$180

Uniform Shop Account	
Uniform Sales	\$4,811

Payments

Payments from 1st of November to 25th Nov 2019 comprised of –

Main Account	
CPS 2019 Resources	\$22,850
Quiz Night	\$1,504
DUCKS Camp Out	\$1,126

Uniform Shop Account	
Uniform Stock	\$ 4,134

Netball Funds

Funds available @ 25 th November 2019	\$ 1,382
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DUCKS Funds

Funds available @ 25 th November 2019	\$7,289
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Annual Cashflow -	Account	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Totals
Receipts:													
P&C Contribution	4-1010	-	2,360	1,200	400	24,320	200	200	100	300	100	-	29,180
P&C Memberships	4-2000	-	-	-	14	-	8	-	4	-	-	-	26
Welcome Picnic	4-3012	-	1,560	-	-	-	-	-	-	-	-	-	1,560
Cake Stalls	4-3020	-	-	-	560	839	-	-	1,845	415	-	326	3,985
Scholastic Books	4-3024	-	-	-	-	-	-	-	-	3,723	-	-	3,723
Lapathon	4-3025	-	-	-	-	-	-	963	7,015	5,387	175	-	13,539
Netball Registration	4-3026	-	3,500	7,525	875	-	-	-	-	-	-	-	11,901
Netball Match Fees Refund	4-3027	-	-	-	-	-	85	-	30	-	-	-	115
Netball Cake Stall	4-3028	-	-	-	-	-	522	-	-	-	-	-	522
Lapathon Colour Run Teeshirts	4-3029	-	-	-	-	-	-	-	804	70	-	-	874
Netball - Grant Received	4-3031	-	-	-	-	-	-	-	-	200	-	-	200
Easter Raffle	4-3035	-	-	355	2,341	-	-	-	-	-	-	-	2,696
Wembley Downs Fair	4-3075	-	-	-	-	-	-	-	-	-	983	-	983
Sausage sizzles	4-3085	-	-	-	-	3,165	-	-	-	-	-	-	3,165
DUCKS - Camp Out	4-4019	-	-	-	-	-	-	-	-	1,380	1,650	180	3,210
Fathering Project - DUCKs	4-4022	-	-	-	-	-	-	-	206	2707.3	-	-	2,913
FDMSA Payment	4-4028	-	10,054	1,844	858	5,023	1,552	1,788	1,171	719	1,983	3,416	28,408
Movie Event	4-4031	-	-	-	-	1,280	1,330	-	-	-	-	-	2,610
Year 6 Drama Show	4-5010	-	-	-	-	-	-	-	-	432	624	-	1,056
Social Event	4-5016	-	-	-	-	-	-	-	3,025	525	12,038	204	15,792
Donations to P&C	4-7500	100	-	-	-	152	-	-	-	-	105	-	357
Total Receipts		100	17,474	10,925	5,047	34,779	3,697	2,951	14,632	16,050	17,035	4,126	126,814

Payments:													
Bank Charges	6-1100	-	-	-	-	-	-	-	-	5	-	-	5
Churchlands Primary School - Donations	6-1300	-	-	-	1,250	-	700	-	-	-	188	-	2,138
Scholastic Books	6-1316	-	-	-	-	-	-	-	-	3,723	-	-	3,723
Creative Play Space	6-1323	-	-	-	-	30,000	-	-	-	-	-	-	30,000
Electronic Signage	6-1324	-	-	-	-	-	-	10,000	-	-	-	-	10,000
2019 Resources	6-1325	-	-	-	-	-	-	-	-	-	-	22,850	22,850
Welcome Picnic	6-1350	-	2,596	-	-	-	-	-	-	-	-	-	2,596
CBA Merchant Fee	6-1364	36	35	47	39	58	40	40	35	140	103	41	612
FDMSA Fee	6-1365	72	52	-	69	79	102	64	68	59	52	204	820
Transfer Uniform Shop Eftpos Sales	6-1367	-	10,054	2,077	858	5,023	1,256	1,644	1,290	1,075	1,054	3,847	28,178
Lapathon	6-1450	-	-	-	-	-	-	984	1,306	210	129	-	2,629
Netball Fees	6-1465	-	-	-	9,562	-	-	50	-	-	-	-	9,602
Netball Expenses	6-1466	-	-	-	178	175	-	-	80	1,703	-	-	2,136
Insurance charges	6-1500	-	-	-	-	-	-	-	1,441	-	-	-	1,441
Sausage sizzles	6-1550	-	-	-	-	559	-	-	-	-	-	-	559
DUCKS - Camp Out Expenses	6-1559	-	-	-	-	-	-	-	-	248	-	1,126	1,374
Fathering Project DUCKs Expenses	6-1560	-	-	-	-	-	-	-	900	1,397	-	-	2,297
Social Event - Quiz Night	6-1662	-	-	-	-	-	228	-	238	54	3,891	1,504	5,915
Miscellaneous	6-1700	-	-	1,438	27	-	-	-	-	200	-	-	1,664
ANZAC Expenses	6-1810	-	-	-	105	-	-	-	-	-	-	-	105
WACSSO Membership	6-2300	-	-	-	-	-	1,049	-	-	-	-	-	1,049
Conferences	6-2400	-	-	-	-	-	-	-	-	152	-	-	152
Administration expenses	6-2500	-	-	-	210	29	-	-	-	59	-	-	298
Year 6 Drama Show	Jun-00	-	-	-	-	-	-	-	-	-	1,056	-	1,056
Movie Event	6-3004	-	-	-	-	1,300	-	-	-	-	-	-	1,300
Total Payments		108	12,737	3,561	12,287	37,224	3,375	12,782	5,358	9,023	6,473	29,572	132,499

Monthly Inflow (+)/Outflow (-)		(8)	4,737	7,363	(7,240)	(2,444)	322	(9,831)	9,274	7,026	10,562	(25,446)	(5,685)
Opening Cash Balance		43,314	43,307	48,044	55,407	48,168	45,723	46,045	36,214	45,488	52,514	63,076	
Closing Cash Balance		43,307	48,044	55,407	48,168	45,723	46,045	36,214	45,488	52,514	63,076	37,630	

Bank Reconciliation Churchlands Primary School P&C P&C Main Account 25/11/2019			
			\$
Opening Cash Account Balance	<u>1/11/2019</u>		63,075
Add: Receipts			4,126
Less: Payments			(29,572)
Closing Cash Balance	<u>25/11/2019</u>		37,629 A
Closing Balance of Bank Account	<u>25/11/2019</u> (as per bank statement)		37,629
Add: Receipts not banked (refer detailed listing below)			100
Less: Cheques written but not presented (refer detailed listing below)			0
			37,729 B
Difference (A-B)			(100) Note: 'A' must equal 'B'
List of Receipts not Banked as at 25/11/2019			
Item	Amount	Date banked	
Funds for Colour Run Dye	100.00		
Total	100.00		

Annual Cashflow -	Account Code	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Totals
Receipts:													
Miscellaneous	4-5000	-	-	-	-	-	-	-	-	-	-	44	44
Cash Sales	4-5001		2,020	545	260	430	20	430	200	200	260	198	4,563
QOC / Quickclick Uniform	4-5002		4,787	8,545	539	2,527	545	251	760	407	642	766	19,767
Eftpos Sales	4-5005		10,085	1,844	858	5,023	1,256	1,644	1,290	1,005	1,054	3,847	27,906
Total Receipts		-	16,891	10,934	1,657	7,980	1,821	2,325	2,250	1,612	1,956	4,855	52,281

Payments:													
Miscellaneous	6-2100	-	-	-	-	-	-	-	-	46	37	5	88
Shops for Shops	6-2101	-	-	132	-	-	-	-	88	-	-	180	400
Pern a Pleat	6-2102	-	-	2,020	-	-	-	-	-	-	-	-	2,020
School Products Australia	6-2107	-	-	353	-	-	-	-	-	-	-	-	353
Optus	6-2108	-	-	-	-	-	-	-	-	-	-	-	-
Spartan	6-2109		966	2,114	2,872	1,136	514	-	-	7,039	-	-	14,641
PMM / Wanneroo Uniforms	6-2090		9,747	7,996	-	3,331	2,290	-	3,525	-	872	4,134	31,896
Crocodile Creek	6-2089	-	-	-	-	-	-	-	-	-	1,350	-	1,350
Leavers Jumpers	6-2091	-	-	-	-	-	-	-	-	-	-	-	-
Total Payments		-	10,714	12,614	2,872	4,467	2,804	-	3,613	7,085	2,259	4,319	50,747

[illegible]

		\$
Opening Cash Account Balance	<u>1/11/2019</u>	5,402
Add: Receipts		4,855
Less: Payments		(4,319)
Closing Cash Balance	<u>26/11/2019</u>	5,938 A
Closing Balance of Bank Account	<u>26/11/2019 (as per bank statement)</u>	5,938
Add: Receipts not banked (refer detailed listing below)		0
Less: Cheques written but not presented (refer detailed listing below)		0
		5,938 B
	Difference (A-B)	<u><u>0</u></u> Note: 'A' must equal 'B'

Churchlands School Board Annual Report 2019

Celebrating Successful Community Partnerships: I'd like to take this opportunity to thank Nathanael, Rochelle and the P & C team for the awesome amount of support, both physically and financially, throughout 2019. We have embarked on numerous projects and events and the rewarding outcomes could not have been achieved without the positive leadership and aligned vision of the P&C and school. The generous and dedicated parent support provides the links in the building of a wonderful, positive school culture. We have been thrilled with the positive feedback we have received this year from many of our parents and community which is testament to the positive, collaborative community culture we are building together.

On behalf of all the CPS staff we wish you all a fantastic school break and festive season.

Some of the exiting things that happened in 2019!

We have had a productive year working with the P & C to support us in developing and value adding to programmes and projects with some outlined below.

- Contribution to the development of the Creative Play/Learning Space Purchase!
- Purchase of the Big Arse Fan for the undercover area! (The kids just love that they can say they word!)
- Purchase of new bikes for the Kindy area
- Supporting the purchase of new and exciting reading books and resources to support the CPS curriculum direction.
- Purchased math trolleys for each block with math resources which supports the whole school maths program.
- Purchase of a new shade for sporting events.
- Supporting the opportunity to expand of relevant furniture in the blocks.

It's certainly been a WOW of a year with huge amounts of appreciation from the school.

I look forward to continued success as we venture into 2020.

Kim Fraser

Principal

3 December 2019

Canteen Report 3rd December 2019

Current Canteen Account Balance \$32,704.67

Roster

The Term 4 roster is looking pretty good.

We are still always keen for more volunteers so if you are interested in volunteering either pop in and see our canteen manager on a Wednesday, Thursday or Friday or alternatively email us at churchlandscanteen@gmail.com. There is a Term 1 roster for 2020 up in the canteen if anyone wants to plan ahead and put their name down.

End of Term Special

The end of term special was sent out last week. Ordering closes on 13th December.

Canteen Bank Account

We are in the process of setting up a new bank account and card access for the purposes of petty cash.

Food Safety Training

The information and link has been issued to all canteen volunteers. Anna and the committee will also run a training / orientation at the beginning of next year to capture people who do not complete the online training, or who would like further information.

Finances

The canteen financial report for October is attached.

October	Monthly Summary	
Total Deposits		4909.12
Totals Withdrawals		6028.27
		-
Nett movement		1119.15
Deposits		
	Daily Takings	1858.00
	QuickCliq	3051.12
Withdrawals		
	Wages, PAYG & Super	5031.32
	Petty cash	764.35
	Insurance	0.00
	Other	202.60
	Suppliers	30.00

Churchlands DUCKS wrap 2019

Hi all,

Thanks to everyone who participated in the Churchlands Ducks Events in 2019. We hope that you had a great time with your kids at the events and had a good opportunity to meet other CPS Dads.

The Churchlands Ducks are a member of the Fathering Project Charity. If you would like to know more you can access information from:

<https://thefatheringproject.org/>

Events this year included:

Herdsmen Lake Bike Ride

The annual DUCKs dads and kids bike ride around Herdsmen Lake was held on Sunday 7th April 2019. We had fantastic weather, there were no snake sightings and an injury count of zero. Approx 35 families attended, enjoying the sunshine with a well-deserved ice-cream at the end of the ride.

Dads Catch Up – Wembley Driving Range

A dads get together was held on Thursday 9th May at the Wembley Driving Range. This was a great opportunity for the dads to meet up and then hang around for a drink and a chat afterwards.

WAFL

The Fathering Project had a special WAFL round – Perth and West Coast which provided free entry and a chance for dads and kids to attend.

Clip n Climb Event

A dads and kids event was held at Clip n Climb on Sunday 25th August. As part of giving back from our fundraising, the DUCKs committee offered the event at a discounted price. Around 60 dads and kids attended the event.

Bunnings Sausage Sizzle

Churchlands dads ran the annual Bunnings sausage sizzle on the Saturday before Fathers Day. This was a great fundraiser for the school with \$1,230 being raised for the P&C. A lazy 875 sausages were sold on the day.

Fathering Project Events

Ducks committee members attended the Fathering Project Leadership Forum in June as well as the Leaders Recognition Dinner in November.

Camp Out

The Dads and Kids Camp Out on 16-17 November was epic and over 100 families participated. The school oval became an overnight campsite, set up with tents and even a few swags.

This was the third annual Camp Out and again it proved to be a well-supported school community event, and all year groups were well represented. Almost 40 children came from the Kindy or PP classes, which was fantastic!

A final thank you:

Thanks to the DUCKS committee for your help and support this year (Hamish Buddle, Lex Brickland and Grant Allen) and a final thank you to George Aslanis (our previous DUCKS coordinator) whose daughter is in her final year at CPS, for all his help across the last couple of years.

If you are interested in being involved in the DUCKS committee for next year to help organize some of the events, please contact me via churchlands.fathering@gmail.com

Matt Rainbow

Churchlands Primary Fathering Project Coordinator