

**CHURCHLANDS PRIMARY SCHOOL  
PARENTS AND CITIZENS' ASSOCIATION INC.  
MINUTES OF A GENERAL MEETING  
Tuesday 14 September 2021, 7:00pm, Library**

**ATTENDANCE**

- Attendance record on file.

**1. WELCOME – PRESIDENT (Thuy Acacio)**

**2. APOLOGIES**

- Kim Fraser
- Wendy McMahon
- 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 10 August 2021 at 7:00pm be taken as a true and accurate record. Carried*

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

- Teacher's thank you breakfast
- Parent thank you breakfast

**5. BUSINESS ARISING FROM THE PREVIOUS MEETINGS**

**5.1 Frog Pond Project Update (Luke Johnson)**

- Work has been progressing. There was vandalism to metal grate over the top of pond, appears someone jumped on the top. Hence, aim is now to progress to a faster completion.

**5.2 Wish list update (Benita Di Giovanni)**

- Kim Frasier and Benita Di Giovanni met with Nature Playgrounds (Midvale), on the school grounds and did a walk through of areas for possible locations.
- Nature Playgrounds is the firm which renovated the Lake Monger playground and therefore able to see the quality of their work.
- The proposal is to link together with current obstacle course, which is still in functional condition, with a refurb of paint to refresh. Climbing apparatus and balancing equipment to be added.
- Nature Playgrounds thought the showpiece of playground could be around the amphitheatre, as that looks to be where a lot of students currently play.
- Idea to possibly raise money during the Parent Social Dinner as targeted donations for parts of playground, similar to the brick donations.
- Funding submission from school is \$50,000 from P&C to cover over two years. The voting will take place during next P&C meeting.

**5.3 P&C Voluntary Contribution - update**

- The reminder letter was sent out to families which had not paid voluntary contribution. From that letter another \$4,400 was received. The total voluntary contributions for the year is \$34,000.

**6. CORRESPONDENCE IN/OUT (Diane Calligaro)**

**Incoming**

- Bank statements

**7. PRESIDENT'S REPORT (Thuy Acacio)**

- See attached President's Report.
- Highlights include:
  - WACSSO Conference was good for networking. We are quite successful in our events and other schools were able to learn from us. All P&C run into challenge of recruiting volunteers and new members.

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

- See attached report.
- Highlights include:
  - Laptathon funds to date is \$12,717. A reminder from Class Reps will be sent out before deadline to pay.
  - Music night sold 97 tickets over two nights.
  - Parent Social Night sold 10 tables so far out of 16
  - Sport carnival cake stall total is \$1,419
  - DUCKS Bunnings sausage sizzle total is \$1,168

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

- See attached report.

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

- See attached report.
- Highlights include:
  - Anna is back but on reduced hours.
  - There were more volunteers who signed up whilst Anna was away.

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

- See attached report.

**12. FATHERING PROJECT REPORT (Brent Hedley)**

- See attached report.
- Highlights include:
  - Bunnings sausage sizzle was a success with 900 sausages sold. Bunnings said this is well over the average sold over the past Saturdays in the winter months.
  - The Saturday before Father's Day has been locked in for next year.
  - The Signup app worked well to organise volunteers.
  - Constable care at the end of month still has a few spots available.
  - Monday's DUCKs meeting will have discussions around campout (13/11)

**13. NETBALL REPORT (Jessica Vanson)**

- No report, Netball season is over.

**14. GENERAL BUSINESS**

**14.1 Cake stall proceeds for Year 6**

- The cake stall at the Lapathon was run by Year 6 parents for graduation activities. The profits from that stall were \$1,419.
- *Resolution: That the Churchlands Primary School P&C Association Inc. will spend up to \$4118.55 for funding cost of the graduation activities. Carried.*

#### **14.1 Parent Social Night fundraiser**

- A breakdown of estimated costs was provided for funding the event.

*Resolution: That the Churchlands Primary School P&C Association Inc. will spend up to \$4660 for funding cost of the event. Carried.*

#### **14.2 Communicates update**

- It is difficult for Class Reps to get parent contact details at beginning of year. Luke Johnson and Kim Fraser worked with the Department of Education for permission to provide contact details to P&C. Dept of Ed has allowed for an opt in to have your details passed onto P&C.
- Karen Ariyaratnam has agreed to be the database manager. After database is update, Mailchimp will have everyone's data for communications from P&C.
- Next year's Kindy class will be first to be completed. These details will be available Term 4. Any issues arising from Kindy, can be worked through before completing entire school next year.

#### **14.3 Funding for 'Six Seasons Aboriginal Art installation'**

- Six Season Aboriginal Art installation has been suggested to be located around the Frog Pond. There has been positive feedback from the community for this project. An artist has been recommended at a cost of \$1795 to complete the project.

#### **14.4 Proposal to change Term 4 P&C meeting date**

- The first meeting in Term 4 is on Melbourne Cup Day. After discussion it was agreed to move this meeting to week 3 (26<sup>th</sup> October).
- The second meeting of Term 4, normally week 9 is scheduled the night of the Christmas Concert. This meeting has been moved to week 8 (30<sup>th</sup> November).

#### **14.6 Teachers breakfast, week 1, Friday – term 4**

- The annual Teacher's appreciation breakfast is going ahead week 1, Term 4. Parent/carers volunteers are needed to bring in food. In addition, volunteers are needed for the morning.
- This will be organised through Class Reps with a signup link

#### **14.7 Breakfast for Parents, hosted by schools**

- Last year there was a very low turnout. This was probably due to time of day. This will be considered in planning for this year.
- An idea was suggested to combine with P&C windup

**15. NEXT MEETING DATE:** Tuesday 26<sup>th</sup> October 2021, 7:00pm, Library

**MEETING CLOSED: 8:10 pm**

## **P &C President's Report - September 2021**

### **Lapathon**

A huge thank you to all the incredible volunteers for the lapathon last month. It was the first time most of us were involved in organising the day and there's a lot more to it than many realised! It was certainly an eye opener and while there were some last-minute flusters, it all came together beautifully on the day thanks to **Wendy McMahon** and all the year 2 parent helpers. Thanks so much to **Vivian Zhang** who worked through the weekend to pull the data together and print lapathon certificates for all students split out by classes – it was the first time we'd done this, and it was definitely a big hit. Thanks to **Rebecca Brown** for organising the sponsorship with Michael Hallam Real Estate for the popular coffee van, and to **Benita Di Giovanni** for sorting out the oranges with Herdsman Fresh.

The volunteers have already come together for a debrief session to capture the key insights from this year (we have a checklist just for the oranges – thanks Benita!) and ensure we continue to build on the success of this year's event. Looking forward to seeing the final fundraising tally.

### **WACSSO Annual Conference**

I attended the WACSSO Annual Conference last month on behalf of CPS. As a first timer, I wasn't sure what to expect from the two-day event so expectations were low. For the most part, I was looking forward to connecting with P&C reps from nearby schools and was disappointed that there was no-one from Floreat PS, Wembley PS or Wembley Downs PS in attendance. I did connect with many other primary and high school P&Cs and learnt a lot.

After many discussions with a lot of P&C reps over the weekend, my key takeaway is that we are doing a great job at CPS! The challenges we face are the same at every school, with volunteer recruitment and retention sitting top of everyone's list. No one has a great solution for this, and it continues to be a focus for our current P&C Executive Committee. Our two biggest fundraisers are the lapathon and parent social, which are also the main fundraisers at every other primary school I spoke to over the weekend. We've even had another primary school reach out to ask for some tips after hearing about how successful ours was this year, which is high praise indeed!

Networking with so many like-minded parents and P&C representatives was by far the greatest value for me from the conference. I've taken plenty of notes and will be sharing this at our Executive meeting next term so we can start planning for 2022.

### **P&C Executive Meeting**

The P&C Executives will be meeting early in Term 4 to undertake a review of the P&C events and comms to ensure our activities are aligned with the approved aims of the P&C. It's an opportunity to reflect on the year, to celebrate successes and identify areas where we can do more to add value. I'm looking forward to sharing the outcomes of this discussion at our next meeting in Term 4.

Thuy Acacio

**Churchlands Primary School P&C Association  
Agenda for General Meeting  
Tuesday 14 September 2021 at 7:00pm, Library**

- 1. Welcome – President (Thuy Acacio)**
- 2. Apologies**
- 3. Confirmation of the Minutes from previous General Meeting: 10 August 2021**
- 4. Call for Other Business for Tonight's Meeting**
- 5. Business Arising from the Previous Meetings**
  - 5.1 Frog Pond Project Update (Kim Fraser)
  - 5.2 Wish list update – creative play space on oval (Kim Fraser)
  - 5.3 P&C Voluntary Contribution – update (Hazel Chin)
- 6. Correspondence In/Out (Diane Calligaro)**
- 7. President's Report (Thuy Acacio)**
- 8. Treasurer's Report (Hazel Chin)**
- 9. Principal's Report (Kim Fraser)**
- 10. Canteen Report (Philippa de Morton)**
- 11. Uniform Shop Report (Noriko Suizu)**
- 12. Fathering Project Report (Brent Hedley)**
- 13. Netball Report (Jessica Vanson)**
- 14. General Business**
  - 14.1 Cake stall from Athletics Carnival – proposal for all funds to go to Year 6 graduation activities
  - 14.2 Parent Social Night fundraiser – proposal to spend \$4660 to fund the cost of event
  - 14.3 Communication update (Rebecca Brown)
  - 14.4 Funding for 'Six Seasons Aboriginal Art installation' – requested by guest Sheree Samsa
  - 14.5 Proposed date change for P&C meeting Term 4 (Thuy Acacio)
- 15. Next Meeting Date: Tuesday 2 November 2021 at 7:00pm**

## Canteen Report 14<sup>th</sup> September 2021

Current Canteen Account Balance 1/9/2021 is \$55,587.89

### Volunteers

We have had some challenges in the last couple of weeks with our canteen staff needing time off, requiring additional support from our volunteers. We have employed a new person on a casual basis to relieve the pressure on volunteers.

Anna has returned on reduced hours.

### Winter Menu

Soup has returned to the menu as the stove, although not fully fixed is now usable.

### Finances

The canteen financial report for July and August is attached. Both months are negative and this year we will have to continue to monitor

July	Monthly Summary		August	Monthly Summary	
Total Deposits		8014.86	Total Deposits		10624.19
Totals Withdrawals		8120.96	Totals Withdrawals		13941.21
Nett movement		-106.10	Nett movement		-3317.02
Deposits			Deposits		
	Daily Takings	1564.45		Daily Takings	1560.00
	QuickCliq	6413.73		QuickCliq	9064.19
	Gov Stimulus	36.68		Gov Stimulus	0.00
Withdrawals			Withdrawals		
	Wages, PAYG & Super	4482.80		Wages, PAYG & Super	9373.54
	Petty cash	1424.24		Petty cash	1704.34
	Insurance	0.00		Insurance	0.00
	Other	18.34		Other	0.00
	Suppliers	2195.58		Suppliers	2863.33

## **Ducks Report**

Last Meeting:	Monday, 9th August 2021
Attendees:	Matt Rainbow, Brent Hedley, Luke Vanson, Hamish Buddle, Daniel Romano, Lex Brickland
Apologies	N/A

## **Discussion:**

### **Debrief: Claremont Therapeutic Riding Centre volunteering event**

- Considered a very successful event
- Explore possibilities of an ongoing relationship

### **Bunning sausage sizzle fundraiser**

- Key tasks established and assigned to committee representatives
- Shifts to be 'captained' by a committee member
- Key focus on recruitment of volunteers

### **Constable Care bicycle safety course**

- Date confirmed
- Communications underway
- Logistics established and assigned
- Coordinated by Lex

Next Meeting:	Mon 20th September 2021
Agenda items	<ul style="list-style-type: none"><li>• Debrief: Bunning sausage sizzle fundraiser</li><li>• Constable Care bicycle safety course</li><li>• Camp out planning</li></ul>

## PRINCIPAL'S REPORT P & C MEETING 14 September 2021



Churchlands  
*Primary School*

It has been great to have events this year that have brought the community back into school. The athletics carnival was one of these and some very excited parents thoroughly enjoyed the day just as much as the children!

We have purchased more flexible furniture for the PP year 1 classes which should arrive early next term!

Just to share.....We were highly praised last Friday after assembly by our Rotary guests on the courteous and respectful behaviour shown by the children throughout the assembly. Jeremy from Rotary has commented, over his many visits, how respectful the children are and how our proactive approach in embedding, and exhibiting, our 4 values pays off enormously with our students.

The planning for the **creative oval play spaces** is finally progressing! We have met with a few businesses who have provided us with some options and costing for this. Once we get some planning ideas from them we will share with the children, parents and staff.

I am off on long service leave week 9 and 10. Mr Luke Johnson will be in the seat for this time. Should you need to contact him his email is [Luke.Johnson@education.wa.edu.au](mailto:Luke.Johnson@education.wa.edu.au)

### Summary of key items discussed in **School Board Meeting 30.8.21**:

- Website has been updated and is a focus for the school to ensure Term planners are up to date. At times things happen at short notice due to dates not being able to be confirmed however the school is working on alleviating this in the future.
- Parent Survey 2021 – the board discussed the celebrations: children like being at school and feel safe; parents can talk to teachers about concerns; quality teaching. Many positive comments. Future focus areas: student feedback to parents, concerns around split classes, and parents' opinions being taken seriously.
- Board Chair to communicate survey outcomes via the **Chairman's Board update** in the next newsletter.
- Five nominations have been received – these will go to an election process via Skoolbag within the next two weeks.
- Family – School Communications Guidelines– Draft presented to Board for their reference.
- P&C report - President provided the board with an update.



## Churchlands Primary School P&C

# Treasurer's Report – 6th September 2021

### Cash Balance

	1 <sup>st</sup> August 2021	6 <sup>th</sup> Sept 2021	Movement
P&C Main Account	\$40,931.19	\$60,076.00	\$19,144.81
Uniform Shop Account	\$23,691.24	\$24,964.99	\$1,273.75
Cash Balance	\$64,622.43	\$85,040.99	\$20,418.56

### Receipts

Receipts from to 1<sup>st</sup> of Aug to 6th of September 2021 comprised of -

Main Account	
P&C Contribution	\$4,400.00
Lapathon	\$11,584.38
Cakestall Pre-Primary	\$947.70
Cakestall Carnival	\$1,418.55
Bunning Sausage Sizzling	\$1,168.38

Uniform Shop Account	
Uniform Sales – Online canteen	\$1,112.55
Uniform Sales – Square Reader	\$761.20
Uniform Sales - Cash	\$ 420.00

### Payments

Payments from 1<sup>st</sup> of Aug to 6<sup>th</sup> of September 2021 comprised of –

Main Account	
Merchant Fee	\$191.59
Netball Fee	\$80.30
DUCKS Expenses	\$728.60

Uniform Shop Account	
Uniform Stock	\$ 1,020.00

### Netball Funds

Funds available @ 6 <sup>th</sup> September 2021	\$4,639.48
--	------------

### DUCKS Funds

Funds available @ 6 <sup>th</sup> September 2021	\$3,616.37
--	------------



## Uniform Shop Report

Tuesday 7 September

Our shop is open every Tuesday mornings during term from 8:15 - 9. Online orders are open any time and delivered to your child's classroom on Tuesday mornings.

### Please look after your uniforms

Please check your child's hats and jumpers that s/he hasn't taken the classmate's one by accident. Please make sure you look after your valuable uniforms by writing your child's name

### Secondhand Uniforms - lots available

There are plenty of second hand items for sale for \$5. Please feel free to browse on Tuesday morning shop days.

### Shop volunteers - still needed

We are still looking for more volunteers to add to our rosters as our more regular volunteers are returning to work.

Please contact me if you'd like to help out on any term Tuesday mornings 8:15-9.