



WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS AND CITIZEN'S ASSOCIATION INC
P & C Committee Meeting Minutes

Date: Tuesday October 19th 2021
Time: 6:30pm-8:20pm
Location: Via Zoom

Attendees:

Executive committee

Kitty Prodonovich (President), Alana Sizer (Secretary), Alice Mrazeck-Scriven (Treasurer)

School/Public

Leigh McCarthy (Fundraising/events), James Baker (Deputy Principal), Julie Gibson, Chris Thompson (YourMove coordinator), Janelle Klymovich (Uniform), Matt Turnball (WD40's), Anne Christodulou (Principal), Michael Hanes (Communication/IT), Roxanne Pappas (Canteen), Anna Cathcart, Janine Abbott, Brooke Wilson (Fundraising/events)

Apologies:

George Tolev, Tina Van Maanen (Vice-president)

1. Open:

Welcome and Introduction: Kitty Prodonovich-President

Quorum Present (minimum 5 members): Yes

2. Confirmation of minutes of previous meeting:

2.1 Action items arising from previous meetings:

(see attachment One)

3. Reports and Updates

3.1 School Principal: Anne Christodulou

(see attachment 2)

- Looking at our events, Edu-dance was amazing, as was the year 6 drama production. Christmas concert next year to be combined with Edu dance, bringing it back to how it originally was.
- Buildings and grounds-hoping to push off the drainage work in the quad but have bought that forward due to the current weather conditions.
- The trees around the school have been causing some concerns amongst parents, community members. Arborists did a report at the start of term 3, however we are not privy to read that. We were informed that a few needed trimming and that we needed to be aware of, and to keep an eye on some others. We are onto it, and it is on our radar. The department decide what trees stay and what trees go. Also working with the City of Stirling to keep them up to date. There are extreme weather rules/policies/procedures to follow when needed. Today the oval was closed, and students stayed inside when at recess.
- Some parents in younger years did raise concerns on Facebook groups, Michael Hanes will report back what was discussed.
- UWA-wants to complete a study of the trees in suburbs.

3.2 President: Kitty Prodonovich

- Term 3 was super busy! Thank you to teachers, staff and the school for all the opportunities in term 3.
- Thank you to Leigh and Brooke for term 3 and their fundraising efforts.
- Colour run on the last day was well timed.
- Thank you to Michael for changing us over to 365, all is going smoothly.



WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS AND CITIZEN'S ASSOCIATION INC
P & C Committee Meeting Minutes

- Thank you to our 3 sub committees for their ongoing work.
- Ticking along with newsletters and reports.
- Hale road crossing update-not moving fast, but fingers crossed early next year. The report is attached.

3.3 Treasurer: Alice Mrazek-Scriven

(see Attachment 3)

- Not massive amounts to report, August was just finishing off the fundraising amounts.
- Handful of items have trickled in, Father's Day money, faction carnival, sponsorship. No outgoings.
- My Cause-should have come in for the colour run.

3.4 Canteen: Rozanne Pappas/Alice Mrazek-Scriven

(see Attachment 4)

- Ticking over and is at breakeven point.
- 2 months of canteen left, then Michael will take over the role.
- Money to buy new tablet and pie warmer, and possibly a deep freeze as it keeps frosting over.
- The roster is working well and has been working better than anticipated.
- Caught up with Michael to continue the handover process

3.5 Uniform shop: Janelle Klymovich/ Clare Sigrist

- The Uniform Shop will physically open the 1st Friday of the month from 8.40am to 9am.
- Upcoming open dates:
Friday 5 November-second hand items are also available for \$5/piece.
Wednesday 24 November – Kindy Open Morning
Friday 3 December
- Online deliveries are made to classrooms once a week on Friday mornings.
- New kindy shirt supplier – negotiating quote.
- 2022 Leavers Polo Shirt and Staff Polo Shirt delivery expected late November/early December.
- Has been quiet lately.
- Delayed leavers shirts, watch this space.
- Staff jackets have been delivered.
- Janelle and/or Clare to attend the kindy morning.
- Information to possibly be sent prior to the kindy day, so uniforms/hats can be ordered and ready to be collected on the day.
- Need to book in stocktake.
- Tracey to send through the financials.

3.6 Fundraising: Brooke Wilson/ Leigh McCarthy

- Thank you to the teachers who had everything set up before the parent volunteers arrived for the colour run, made life easier.
- Term 4 events will be the fairy floss stand at the Luita Street fair and the Christmas concert stalls.
- P&C will have a cake stall, the hamper raffle and sell the Lions Christmas cakes on behalf of the Floreat Lions. We will also organise GP Pizzas for pre-concert collection. No sausage sizzle needed.



WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS AND CITIZEN'S ASSOCIATION INC
P & C Committee Meeting Minutes

- Open concert at 5:00pm, students to be at classrooms at 5:20pm to start the concert at 5:30pm, Wednesday December 8th.
- Melamine plates-few still in the office.
- This year has been huge on fundraising, term 4 should be slowing down.
- Room 15 and 16 tied for the highest amounts raised at the colour run and have earned the pizza party.

3.7 Community Grants: Brooke Greene/Anna Cathcart

- Putting together some ideas for Harcourt grants, next date is November. Another date in February, they like to fund larger things (\$20,000-\$50,000). Contact has been made to work out whether we'll be eligible.

3.8 IT and Communications: Michael Hanes

- Let Michael know if you are not receiving the emails via 365, still some teething problems.
- Reminder that you always need to login every 90 days to be able to use office 365.
- Michael has been in contact with James Baker to add him to the comms.
- Let Michael know if there is anything he can assist with in regard to 365.

3.9 Fathering Project: Matt Turnball

- Weather is looking good for Friday night's sleepout.
- So far 50 people attending the sleepout; projector has been organised by Brooke and logistics by Anne (security, open toilets etc).
- Looking for more volunteers for the BBQ, could use "signup".
- Last event for the year unless a late term bike ride.
- Thanks to Matt for his work with the WD40's.
- Start the conversation about recruiting for next year as Matt is stepping down.

4. Additional Agenda items:

Your Move Update:

- YourMove-second on the state leader board behind Scarborough. Chris has a few stories to gain more points, and a lot of activities gaining support. We are making great progress – from 75% at the start of the year down to 62% of students travelling to and from school in cars.
- Installation of bike racks have started; racks to replace existing ones, near canteen, near demountable, in quad. Coming in next Tuesday to lay the foundation for the new racks and extension to the cage in 2 weeks' time.
- WDPS were successful in being awarded a Grant of \$15,000 through the Your Move program, which is funded by the Department of Transport, which should improve the racks remarkably. Chris to chat with Anne and George to come up with possibilities/options to use the extra grant monies. 2000 points to redeem at the rewards shop as well (bike locks, bells, scooter racks, polo shirts for student leaders).
- Wayfaring signage, which was an awards bonus we gained. Maps have been printed off, Chris to investigate and follow up.
- Mayor of Stirling-presented why active movement is widely supported by the city, students got to ask questions about active lifestyles etc. Whilst he was aware of the questions, he gave thorough responses and well thought out answers, students were really engaged.
- Bike month-Herdsman bike ride, our school was well represented and was a really successful event.



WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS AND CITIZEN'S ASSOCIATION INC
P & C Committee Meeting Minutes

- Other events coming up in term 4: Constable care-year 1, bike ed (week 5) for years 1, 2 and half of year 3 (those from the split class).
- Thanks to George for the mayor visit last week.

5. Motions:

Nil this meeting

6. General business:

- The moving of the Edu dance concert to be more of an event with the Christmas concert.
- Tam Bourne-coordinating the year 5 contribution to the year 6 graduation.
- Two more financial requests-sports award and staging for the concert-to be on the next agenda.
- Kerry's 20th year at the school, be nice to do something to mark the occasion. Could be a morning tea?
- St Bart's donation box separate from the Christmas hamper donation box in the office, if they were to both be at the same time again this year (just to avoid confusion).
- Presents to Michelle Leeming-are the \$\$ covered by the P&C, if so, just need to motion retrospectively.
- Filling the roles for next year-get the ball rolling by starting to have a chat with people in your networks.
- Class reps-room 10 were the only class without one. Do reps need to be committee members? Do we have a year group class rep instead? It might put people off if they must be part of the P&C. Can reps ZOOM in instead? Come up with some options.
- Thank you to all the P&C for everything and welcoming James, from Anne.

Meeting Close: 8:20pm

Next meeting: Tuesday November 30th 2021



WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS AND CITIZEN'S ASSOCIATION INC
P & C Committee Meeting Minutes

Attachment 1-Action list from September 14th 2021

	Action	Who	Status
1	Reviewed*Financials for the 2020 FY to be presented at September 2021 P&C Meeting as endorsed at our 2021 AGM. KP to contact auditor. (*please note for our size and turnover we only are required to do a review, not a full audit)	KP and AMS	Needs final signature, present at next meeting
2	WD40's Facebook post-introduce who they are, what they do, MT to send to AS	Matt Turnbull AS	Complete
3	PE Storage Room – Anne to let the P&C know what funding is now required for this room, for the electricity (\$1500)	Anne Christodulou	Follow up with Kerry
4	Luita street fair – P&C to organise fairy floss stand, year 6's tombola jars – info update for October meeting	Kitty Prodonovich Brooke Wilson	Ongoing
5	Anne to follow up on what shorts/vest will be needed for the new choir uniforms and what the approximate cost will be(we committed \$800 to in March 2021)	Anne Christodulou	Ongoing-move to 2022
6	KP to follow up GST being charged on square readers – it shouldn't be.	KP	Complete
7	KP to follow up with Belinda as to the status of the acknowledgement plaques for the Nature Playground.	KP	Next meeting
8	Anne to follow up with George on previous discussions about stairs to the nature play area.	Anne Christodulou	Complete
9	School to do reminders with the kids re the C4C bins not being for general rubbish.	GT/AC	Ongoing
10	KP to do draft survey and send to committee for input	KP	Ongoing
11	Set date for AGM 2022 at the October meeting	All	Week 2 2022 Complete



WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS AND CITIZEN'S ASSOCIATION INC
P & C Committee Meeting Minutes

Action list October 19 2021

	Action	Who	Status
1	Reviewed* Financials for the 2020 FY to be included in agenda and presented on November 30th 2021 P&C Meeting as endorsed at our 2021 AGM. (*please note for our size and turnover we only are required to do a review, not a full audit)	AMS	
2	PE Storage Room – Anne to follow up in invoice for the electricity	Anne Christodoulou	
3	School to do reminders with the kids re the C4C bins not being for general rubbish.	GT/AC	
4	KP to do draft survey and send to committee for input and then open survey in time to present results at November meeting	KP	
5	Follow up iPad for canteen – to be purchased	RP	
6	Procedure for square readers, send to committee	KP	



Attachment 2

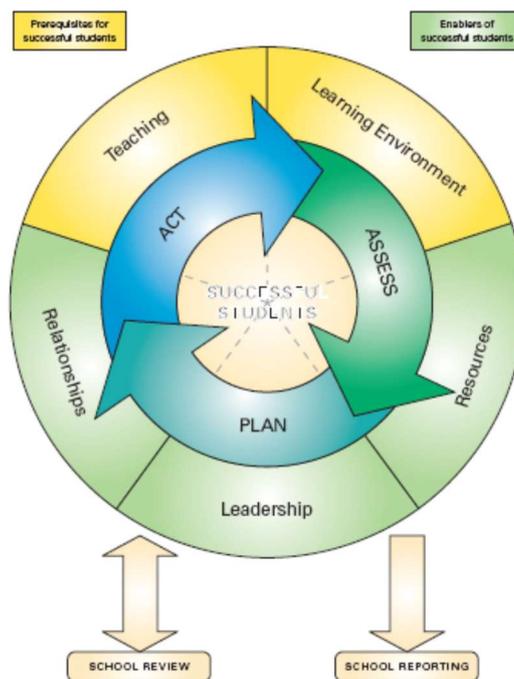


Principal's Report P&C Meeting

Tuesday 19 October 2021

The School Improvement and Accountability Framework – conceptual model

The *School Improvement and Accountability Framework* is structured around the following conceptual model.



Teaching

- Our Open Night went well and Year 6 classes will be hosting Parent Interviews this term, in week 6, Tuesday 16 November; more information to come. Next year the staff have decided that they will host parent interviews on rather than an Open Night early in Semester 1.
- Our EDU-Dance Concert was outstanding- next year we have secured the team to work with us in Term 4 and combine our Christmas Concert so we can have an evening event.
- Our Drama Performance was outstanding! Congratulations to all involved, I am in the planning process for 2022, so we can secure Ava as he was amazing!



WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS AND CITIZEN'S ASSOCIATION INC
P & C Committee Meeting Minutes

- Teach Learn Grow will be here next Monday and Tuesday again, and will be training as well as working with some of our students on Mathematical Concepts.
- Teachers will be administering PAT Testing this term.
- At our next staff meeting (Week 3), I will be sharing our NAPLAN Data with the staff and School Board in Week 3.

Learning Environment

- Buildings and Grounds are still a focus-
 - Extensive flood repairs were undertaken in the school holidays. I am meeting with representatives as will still have more work to complete.
 - The drainage in the quadrangle in the Christmas holidays.

Relationships

- I will be meeting with the Year 5 and Year 6 students of each class and conducting a forum with them. We will also present the refined Student Leader program to them for their feedback.
- Our P&C Affiliation continues to strengthen through community events such as the Colour Run, Luita St Fair, Year 6 Yearbook, and Christmas Concert.

Leadership

- We welcome Mr James Baker to the Leadership Team and I would like to thank all our school community for making him feel so welcome.
- There is a great deal on the Term Planner, I have asked staff to see me if they are considering adding any events.

Resources

- Class Structures and Planning for 2022, have commenced and we will be liaising with staff shortly. I will be calling for Parent Requests this term.
- Our new Bike Racks look amazing! Thank you Chris, Matt. George, and the P&C. We received another \$15 000 grant from the Your Move program.
- The Year 6's will be hosting Bad Taste Day next week to fundraise for their end of term activities.



WEMBLEY DOWNS PRIMARY SCHOOL PARENTS AND CITIZEN'S ASSOCIATION INC P & C Committee Meeting Minutes

Attachment 3

Wembley Downs Primary School P&C
Treasurer's Report
30 Sep 2021

	Cheque #	Date	Income	Expenses	Cheque A/C Balance	
Opening Balance for 2021 - Bank statement		31/12/2020			4,970.23	
WA Return Recycling		13/01/2021	4.80			
WA Return Recycling		18/01/2021	0.90			
					8.70	
Uniform Shop repay from 2020		15/02/2021	6222.70			Rec to Jan 31 balance
					11,095.63	
AGM - Buns		11/03/2021	20.00			
Bakers Delight Woodlands - Buns	887	15/03/2021		(243.00)		
Election		16/03/2021	3307.20			
The Downs USA - Sausages	868	18/06/2021		(191.37)		
Easter Raffle #1		25/03/2021	400.00			
			3727.20	(835.37)		Rec to Mar 31 balance
					14,290.26	
Easter Raffle #2		1/04/2021	609.00			
Smart Gift Ideas - Mothers Day	869	16/04/2021		(446.00)		
Glass City - Container Refunder		22/04/2021	30.40			
School Gifts - Mothers Day	870	22/04/2021		(470.58)		
			699.40	(916.58)		Rec to Apr 30 balance
					14,093.08	
Sausage Sizzle		10/05/2021	279.10			
Mothers Day Stall		10/05/2021	3519.40			
WA Return Recycling		14/02/2021	70.44			
WA Return Recycling		14/05/2021	18.00			
P&C Contributions		17/05/2021	27000.00			
P&C Australia - banners		24/05/2021		(821.60)		
			30886.66	(831.60)		Rec to May 31 balance
					44,088.14	
Melamine Plates deposits (13x\$30) 09/06/21-21/06/21		21/06/2021	390.00			
Newman Hire Deposit		21/06/2021		(250.00)		
WACSO Membership		21/06/2021		(1,169.87)		
Brooke Reimburse		21/06/2021		(102.93)		
Melamine Plates deposits (26x\$30) 22/06/21-30/06/21		30/06/2021	1080.00			
			1470.00	(1,822.33)		Rec to June 30 balance
					43,735.82	
Melamine Plates deposits (78x\$30) 01/07/21-06/07/21		6/07/2021	2340.00			
Colour Run powder		6/07/2021		(765.50)		
Brooke Reimburse		6/07/2021		(100.71)		
Quintmaster deposit		6/07/2021		(292.30)		
Melamine Plates deposits (8x\$30) 07/07/21-27/07/21		27/07/2021	240.00			
School Canteen Deposits - error		23/07/2021		5.30		
			2686.30	(1,159.75)		Rec to July 31 balance
					45,162.37	
Donation - Wrenham		9/08/2021	100.00			
WDPS Leases		9/08/2021		(11,000.00)		
Picture Products		9/08/2021		(3,117.30)		
Quiz Night Hire balance		9/08/2021		(682.20)		
Bag to you drop		9/08/2021		(395.00)		
Ball volunteer vests		9/08/2021		(395.00)		
Quiz Night purchases card topup		9/08/2021		(3,500.00)		
Donation - Vangelis 20-20 Carpentry, Reodge B/Oak, Synnot		10/08/2021	400.00			
Quiz Night Payments in		10/08/2021		489.24		
Quiz Night Cash Deposit		17/08/2021	685.00			
Edson McGrath - Donation		17/08/2021	100.00			
Glass City - Container Refunder		23/08/2021	92.80			
Wrens \$129.40 P&C contrib. C/P Mathew/Mathews Dev \$160 P/Plates \$90		23/08/2021	2089.40			
Fathers Day gift purchases		25/08/2021		(940.70)		
Newman Hire balance		25/08/2021		(1,738.50)		
Quiz Night in Centre		25/08/2021		(785.00)		
Bike Upgrade Deposit		25/08/2021		(7,666.00)		
Transfer in Canteen Tlx Sales net of \$24 fees		25/08/2021	6381.90			
Entertainment Book Commission		27/08/2021		294.00		
			14814.86	(30,219.70)		Rec to Aug 31 balance
					29,757.83	
My Cause - Donations		3/09/2021	659.81			
Fathers Day		7/09/2021	3189.00			
Faction Carnival		7/09/2021	1209.10			
Wine Quiz Night L. McCarthy		9/09/2021	120.00			
Leese Thomas Quiz Dinns		10/09/2021	40.00			
Western Kids Sponsor		10/09/2021	250.00			
Brooke Auction		16/09/2021	170.00			
Glass City		24/09/2021	20.90			
			5469.68			Rec to Sep 30 balance
					35,418.31	

Estimated deposits still to come in
P&C Contributions - estimate nil

Page 1 of 1

Attachment 4

WDPS

School Canteen - Profit/Loss by month (cash basis)

	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Total
Income	\$ 3,553.50	\$ 6,805.20	\$ 2,665.82	\$ 6,078.30	\$ 5,943.00	\$ 1,472.60	\$ 6,152.80	\$ 6,380.55				\$ 39,051.77
Expenses												
Supplies	\$ 2,835.35	\$ 3,383.90	\$ 4,129.77	\$ 3,107.90	\$ 1,934.05	\$ 6,667.11	\$ 2,783.97	\$ 4,425.54				\$ 29,267.59
Wages		\$ 2,282.50		\$ 3,300.00				\$ 3,630.00				\$ 9,212.50
Superannuation			\$ 216.84		\$ 313.50			\$ 344.85				\$ 875.19
Insurance												\$ -
Stationery												\$ -
School24 Fees	\$ 71.36	\$ 112.84	\$ 69.58	\$ 138.16	\$ 114.71	\$ 48.54	\$ 115.53	\$ 117.85				\$ 788.57
Repairs and Maintenance												\$ -
Kitchen Hardware												\$ -
Total Expenses	\$ 2,906.71	\$ 3,496.74	\$ 6,698.69	\$ 3,246.06	\$ 5,662.26	\$ 6,715.65	\$ 2,899.50	\$ 8,518.24	\$ -	\$ -	\$ -	\$ 40,143.85
Profit/Loss	\$ 646.79	\$ 3,308.46	\$ 4,032.87	\$ 2,832.24	\$ 280.74	\$ 5,243.05	\$ 3,253.30	\$ 2,137.69	\$ -	\$ -	\$ -	\$ 1,092.08

Notes: No transactions between 30/12/20 and 11/02/20

A/P @ 30/09/21

Brownes	\$ 490.29											
WA School Canteen Suppliers	\$ -					chq						
Froyo	\$ 772.20						2769	\$ 2,282.50				
Streets	\$ 129.40						2770	\$ 3,300.00				
	\$ 1,391.89						2771	\$ 3,630.00				

Parent Balance 30/09/21 \$ 2,353.50

Bank Balance 30/09/21	\$ 26,105.27	o/s cash deposits -	o/s cheques	\$ 9,212.50								\$ 9,212.50
Everyday M/card Balance 30/09/21	\$ 1,336.58	+										
	\$ 27,441.85											
	\$ 9,212.50	less cheques o/s										
	\$ 18,229.35	True Bal										

As at Sep 30 2021