



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

**Date:** Tuesday June 23<sup>rd</sup> 2020  
**Time:** 7:30pm  
**Location:** School staff room

**Attendees:**

**Executive committee**

Kitty Prodonovich (President), Tina Van Maanen (Vice-President), Alana Sizer (Secretary), Alice Mrazek-Scriven (Treasurer)

**School/Public**

Tam Bourne (Fundraising), Selina Lyon (Executive), Nita Allan, David Thew, Roxanne Pappas (Canteen), Lincoln Day (Principal), Janine Abbott (Executive), Michael Hanes (IT and Comms), Clare Sigrist (Uniform), Darcy Bosch, Janelle Klymovich (Uniform), Rachel Clegg, Belinda Jacklyn

**Apologies**

Tanya Hart, Camille Fraser, Tracey Nichols, Katie Turner, Annette Hodder

**1. Open:**

Welcome and Introduction: Kitty Prodonovich-President

Quorum Present (minimum 5 members): Yes

**2. Confirmation of minutes of previous meeting:**

- Kitty Prodonovich moved to confirm previous minutes of meeting; seconded by Roxanne Pappas. Unanimously carried.

**2.1 Action items arising from previous meetings:**

- Action List followed up
- See action item list from this meeting (attachment one)

**3.1 School Principal:** Lincoln Day (attachment two)

- Thanks to the parents and caregivers for following the drop off and pick up guidelines (reminder that parents can enter the school grounds from 3:10-3:30pm)
- Discussions happening around reducing the lunchbreak by 10 mins, as it is too long as it stands at 50mins. Survey monkey to judge what people would prefer. The idea is to make one change, at either drop off or pick up. The change will happen term 4.
- Attendance is back to normal (95%)
- Reverse cycles are in all classrooms now, toilets have been redone, new carpet tiles and painting throughout the school
- Reports this term have been changed due to Covid, available July 1
- There is currently a survey monkey open for parent feedback about the school

**3.2 President:** Kitty Prodonovich

- Thanks again to Lincoln and staff for navigating this term so well
- Have been communicating closely with Lincoln this term and continuing with the back-house jobs (financials etc)
- Attending webinar tomorrow night re encouraging inclusive volunteering held by WACSSO

**3.3 Treasurer:** Alice Mrazek-Scriven (Attachment three)

- No change in financials from previous month

**3.4 Canteen:** Rozanne Pappas (attachment four)

- Job keeper has now been granted
- Wednesday canteen days to reopen term 3



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- Looking at now accepting cash from the students
- Has been no increase in online orders since reopening
- Need to start a canteen blitz-posters, email to class reps to forward to parents, Facebook notice, bag drop, newsletter
- Big thanks for those keeping it going though these tough times

**3.5 Uniform shop:** Janelle Klymovich/ Clare Sigrist (attachment five)

- Physical shop remains closed
- All orders need to be done online, and then delivered Fridays
- School leavers shirts that were pre-ordered have now been delivered
- Fleece jackets have been popular with change in weather (size 4 and 6 sold out)
- Stocktake to be completed at the end of the year
- Looking at other ways to pay (EFTPOS/tap and pay/Gateway) Alice to send through details
- Ideally like to set up schools24 account during kindy open day or orientation, so they can order straight away and know the system from the beginning
- Reminder to parents that it is volunteer run

**3.6 Fundraising:** Tam Bourne

- Term 3: Melamine plates (kindy/PP), has all of the information ready to go (\$1500 profit)  
Father's Day stall (\$980 stock ordered), should make approx. \$3000  
Cake stall at athletics carnival
- Term 4: Looking at Colour run and whether it is a worthwhile event (costings etc)  
Wine drive-ordered directly and delivered to your door  
Carols/Fete/Stall-bigger end of year celebration, possibility of having it licensed  
Entertainment book-is it still happening?  
Donate a book-Selina and Tam to run
- 2021: Quiz night-not necessarily fundraising  
Multicultural feast-celebration for Harmony day, plan in term 4
- Thanks to Tam and Katie for the behind the scenes work they have been doing.

**4. Additional Agenda items:**

**4.1 P&C email domain name- Michael Hanes**

- Email address as it stands is too long and cumbersome
- Will change to pnc@ or pc@
- Uniform and canteen emails to remain the same

**4.2 Parent event (not for fundraising)- Tina Van Maanen**

- Event for community connection and engagement – this is much needed in light of COVID-19
- Movie night in the quad worked previously (order pizza and choc tops via canteen)

**4.3 Cross walk at Hale road-Kitty Prodonovich**

- 53 families on the south side of Hale, 78 students
- Need to apply to WA Police, and then needs endorsement from City of Stirling
- Must complete the survey ourselves, then the City of Stirling will complete their own
- There are two types of attendants available (provided or school provided)
- Check if all schools in the surrounding area are also interested
- Maybe make it a competition to see who walks/rides the most

**4.4 Classroom updates-Kitty Prodonovich**

- Six classrooms all done
- Contributions all done on a 2:1 basis



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- Happy to continue upgrades as per the schedule
- Move motion and decide on classrooms when Annette is back
- Classroom shuffle-would it make a difference? Lincoln to discuss the possibility of kindy's going back in with the PP's and year 6's to come back into the main school area. Will discuss with the teachers; will also be dependent on numbers.

**4.5 ECL Nature Playground-Kitty Prodonovich/Belinda Jacklyn**

- It does need an upgrade and is the final stage of the community mandated Naturescape project
- School contribution is necessary to get it complete for the current quoted cost
- Possibility of lesser value items to be put on the back burner
- The new nature play is specific to ECL students, so it will differ to the current one on the oval
- Looking at possibilities to reduce cost for now and if we can delay part payment
- Majority of committee agree to fund
- If the playground does go ahead, the classrooms being upgraded need to be changed (not the ECL ones)
- Belinda to present Bernard with 2 options
- Plaque's for big contributors planned for term 3, and will discuss what people want on them

**5. Motions:**

**5.1 "That the P&C approve the payment of the annual WACSO membership fee for 2020"**

Moved: Alice Mrazek-Scriven

Seconded: Kitty Prodonovich

Carried

**5.2 "That the P&C approves funding of \$16,000 for classroom upgrades. The classrooms to be upgraded will be confirmed post meeting"**

Moved: Kitty Prodonovich

Seconded: Alana Sizer

Carried

**5.3 "That the P&C endorse the plans for the nature playground in the Early Childhood Centre and allocate a maximum of \$30,000 towards the total cost (with the total to be confirmed)"**

Moved: Belinda Jacklyn

Seconded: Kitty Prodonovich

Carried

**5.4 "That the P&C move to endorse supporting the year 6 Vegie Garden project"**

Moved: Kitty Prodonovich

Seconded: Tina Van Maanen

Carried

**6. General business: Nil**

**Meeting Close:** 9:30pm

**Next meeting:** Tuesday August 11<sup>th</sup> 2020



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**Attachment One**

**Action List June 23<sup>rd</sup> 2020**

	<b>Action</b>	<b>Who</b>	<b>Status</b>
1	Do big write up for IGA in newsletter	Kitty Prodonovich	Term 3
2	Alice to arrange auditor (Canteen complete, uniform 50% complete)	Alice Mrazek-Scriven	August meeting
3	Rox to organise survey for canteen to find out what opening days will be best supported. We can utilise the schools survey monkey account	Rox Pappas Michael Hanes	In progress (after holidays)
4	School to organise collection and delivery of new printer for canteen	Annette Hodder	In progress
5	Obtain profiles and a pic from all P&C committee members, starting with new ones-for posting on our Facebook page	Alana Sizer	In progress
6	Follow up Term of Reference of each subcommittee	Kitty Prodonovich	Done – to be tabled at August Meeting
7	Follow up on vegie garden request from the year 6's	Kitty Prodonovich	Completed
8	Email paint suppliers to see if they can contribute to year 6 project	Selina Lyon	
9	Follow up on options for bags for the uniform shop (500 bags/year approx. \$100)	Janelle Klymovich	
10	Provide more information on containers for change	Darcy Bosch	
11	Provide more information on Yourchange.com	Darcy Bosch	
12	Bank Signatories wording to be confirmed, forms to be collected from bank, new signatories to be confirmed	Kitty Prodonovich	Completed – forms to be signed at August Meeting
13	Follow up protective behaviours talk – set a date and book if possible for Term 3	Janine Abbott	
14	Follow up ifWA-40's would like to take on the Your Move project	Matt Turnbull	On-hold
15	Canteen poster (Notice board inside school)	Selina Lyon	
16	Uniform Gateway payment	Alice Mrazek-Scriven	
17	Organise new standardised email addresses	Michael Haynes	
18	Plan a community event (not fundraising)	Tam Bourne Tina Van Maanen Et al	
19	ECL Playground – confirm budget, confirm if school is able to contribute, commence construction	Belinda Jacklyn	
20	The school owes the P&C \$7,000 – follow up when this will be transferred	Kitty Prodonovich	
21	Apply to get a crosswalk attendant for Hale Road	Kitty Prodonovich	



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**Attachment Two**

Principal P&C Report

23 June 2020

1. Thanks to everyone for their support for the school throughout the term and helping us to negotiate the changes.
2. The existing pick up and drop off arrangements appear to have found broad acceptance across the school community.
3. We have a proposal to change the school commencement times so that we can reduce the lunch break by 10 minutes. A SurveyMonkey will be out tomorrow to gauge community preference for either an;
  - (a) 8.40am start to 2.50pm finish or,
  - (b) 8.50am to 3.00pm
4. Attendance has returned to approximately 95%. This has been the approximate / historical yearly average attendance for WDPS.
5. All works commenced late last term and this term have now concluded;
  - (a) Reverse cycle air conditioners to all classrooms.
  - (b) Major toilet upgrades.
  - (c) Classrooms painted and recarpeted.
6. Reminder there will be modified reports for semester 1
  - (a) Comments – English, maths and general
  - (b) No grades will be provided for learning areas.
  - (c) Student report will be available July 1 on Connect.
7. Cross country held this Friday (weather permitting). Helpers wanted (course marshals). Venue changed to Butlers Reserve – easier for parents to view to conform to physical distancing – safer course for the students.
8. National School Opinion Survey open and will close on 4 July 2020

Regards

Lincoln Day

23 June 2020



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**Attachment Three**

Wembley Downs Primary School P&C  
Treasurer's Report  
23 June 2020

	Cheque #	Date	Income	Expenses	Cheque A/C Balance	Term Deposit Balance	Total	
<b>Opening Balance for 2020 - Bank statement</b>					16,127.22	-	16,127.22	
Bel Jacklyn - Naturescape costs	840	21/01/2020		(102.20)				
Dept of Infrastructure - Grant		22/01/2020	5,000.00					
			<b>5,000.00</b>	<b>(102.20)</b>	<b>21,025.02</b>		<b>21,025.02</b>	Rec to Jan 31 balance
Mei Smith - Gardening Reimburse	839	4/02/2020		(54.27)				
Coffee Van - 1st Day		5/02/2020	100.00					
Entertainment Book Commission		26/02/2020	1,610.00					
			<b>1,710.00</b>	<b>(54.27)</b>	<b>22,680.75</b>			Rec to Feb 28 balance
Katie Turner - Christmas Stall		9/03/2020	108.10					
Tam Bourne - Welcome Picnic Reimburse	847	12/03/2020		(390.35)				
Canteen Funds deposited to wrong account		28/03/2020	648.55					
			<b>756.65</b>	<b>(390.35)</b>	<b>23,047.05</b>		<b>23,047.05</b>	Rec to Mar 31 balance
<b>No April Transactions</b>								Rec to April 30 balance
Smart Ideas - Mothers Day Products	849	5/05/2020		(1,292.00)				
Clare Sigrist - Reimburse Christmas Stall	845	8/05/2020		(168.38)				
WDPS - P&C Contributions		12/05/2020	34,000.00					
WDPS - Mothers Day Stall & Tea towels (538 & 560)		12/05/2020	3,080.00					
			<b>37,080.00</b>	<b>(1,460.38)</b>	<b>48,646.67</b>			Rec to May 31 balance

Estimated deposits still to come in	
P&C Contributions	\$5,000.00

**No June Transactions**

Nickname / Type	BSB / Details	Account number	Account balance	Available funds
Uniform A/c	06 8129	0090 7620	+ \$24,879.23	+ \$24,879.23
Main P&C A/c	06 8181	1000 1047	+ \$48,846.67	+ \$48,846.67
Canteen A/c	06 8181	1820 5071	+ \$7,595.68	+ \$7,595.68
<b>Total credit: \$0.00</b>		<b>Total credit: + \$80,921.58</b>	<b>Net position: + \$80,921.58</b>	



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**Attachment Four**

WDP5												
School Canteen - Profit/Loss by month (cash basis)												
	Feb-20	Mar-20	Apr-20	May-20	incomplete Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Total
<b>Income</b>	\$ 5,222.85	\$ 2,161.50	\$ -	\$ 3,131.20	\$ 2,446.20							\$ 12,961.75
<b>Expenses</b>												
Supplies	\$ 2,225.60	\$ 4,068.67	\$ -	\$ 2,553.17	\$ 2,292.53							\$ 11,139.97
Wages												\$ -
Superannuation												\$ -
Insurance												\$ -
Stationery												\$ -
School24 Fees												\$ -
Load&Go Fees												\$ -
Repairs and Maintenance												\$ -
Kitchen Hardware												\$ -
<b>Total Expenses</b>	\$ 2,225.60	\$ 4,068.67	\$ -	\$ 2,553.17	\$ 2,292.53	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,139.97
<b>Profit/Loss</b>	\$ 2,997.25	\$ -1,907.17	\$ -	\$ 578.03	\$ 153.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,821.78

Notes:

A/P @ 31/05/20

Brownes	\$ -											
WA School Canteen Suppliers	\$ -					chq						
Froyo	\$ -						2733	1711.36				
Streets	\$ -						2738	202.05				
	\$ -						2741	\$ 425.21				
							2742	\$ 149.70				

Parent Balance 22/06/20 \$ 2,996.05

Bank Balance 31/05/20	\$ 6,256.83	o/s cash deposits - nil	o/s cheques	\$ 2,488.32								\$ 2,488.32
Everyday M/card Balance 31/05/20	\$ 735.73	+										
	\$ 6,992.56											
	\$ 2,488.32	less cheques o/s										
	\$ 4,504.24	True Bal										

As at June 22 2020



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**Attachment Five**

WDPS Uniform Shop

Profit and Loss Statement (Cash Basis)

						Current period	
		date	January 2020	February 2020	March 2020	April 2020	May 2019
<b>Income</b>							
	Cash Sales	\$5,411.00	\$2,191.00	\$2,805.00	\$285.00		\$130.00
	EFT Sales	\$3,032.00	\$577.00	\$1,430.00	\$330.00	\$405.00	\$290.00
	Schools24 deposits	\$5,914.00		\$2,456.00		\$2,568.00	\$890.00
	Refunds	-\$195.00	-\$10.00		-\$100.00		-\$85.00
	<b>Income Total</b>	<b>\$14,162.00</b>	<b>\$2,758.00</b>	<b>\$6,691.00</b>	<b>\$515.00</b>	<b>\$2,973.00</b>	<b>\$1,225.00</b>
<b>Expenses</b>							
	Suppliers	-\$7,763.05			-\$5,431.80		-\$2,331.25
	Admin expenses	-\$26.00		-\$6.00	-\$20.00		
	<b>Expenses Total</b>	<b>-\$7,789.05</b>		<b>-\$6.00</b>	<b>-\$5,451.80</b>		<b>-\$2,331.25</b>
<b>Net Income</b>		<b>\$6,372.95</b>	<b>\$2,758.00</b>	<b>\$6,685.00</b>	<b>-\$4,936.80</b>	<b>\$2,973.00</b>	<b>-\$1,106.25</b>

**Current known Future Income and Expenses**

<i>Income</i>	
Schools 24 Income - May	\$3,822.00
<i>Expenses</i>	
Unprocessed cheques or unpaid invoices	-\$8,771.40

**Bank Reconciliation**

		May
Bank Balance @	01/05/2020	\$21,958.48
	bank statement	\$1,180.00
	Expenses	-\$2,331.25
Bank Balance @	31/05/2020	\$20,807.23