



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

Date: Tuesday May 19th 2020
Time: 7:30pm
Location: Online ZOOM Meeting

Attendees:

Executive committee

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

School/Public

Tam Bourne (Fundraising), Michael Hanes (IT and Comms), Rachel Clegg, Janelle Klymovich (Uniform shop), Annette Hodder, Lincoln Day (Principal), Rox Pappas (Canteen), Tracey Nichols, Janine Abbott (Executive), Camille Fraser

Apologies: Tanya Hart, Katie Turner (fundraising), Ciska Sie (canteen/fundraising), Belinda Jacklyn, Clare Sigrist (uniform)

1. Open:

- Welcome and Introduction: Kitty Prodonovich-President
- On behalf of the P&C: Thank you to Lincoln, staff and school for the way they have handled the very different start to the school term, and the end of term one, and have done an amazing amount of work. It has been changing so rapidly, but it has all gone smoothly.
- Welcome and congratulations to everyone elected at the AGM (Secretary, Vice president, treasurer)
- Quorum Present (minimum 5 members): Yes

2. Confirmation of minutes of previous meeting:

- Kitty Prodonovich moved to confirm minutes from AGM; Alana Sizer seconded this. Unanimously carried. (AGM minutes only need to be confirmed at the following AGM in future)

2.1 Action items arising from previous meetings:

(see attachment One)

3.0 Reports

3.1 School Principal: Lincoln Day

- Thank you to the school community and P&C for supporting the school in these uncertain times, everyone worked together. Big thank you to the teachers for all of their hard work.
- Attendance has been tracked since the start of term 2, starting at 80% and now at 94%- which is the school's normal average.
- Drama program is still going ahead, will need the help of the P&C. Looking to create a budget and report back.
- Classrooms have been upgraded – new air-conditioners, new carpets and repainted.
- Boys toilets near the undercover area – upgrade/repair to start 20/05.
- Several positives have come out of the new school structure, some of which may continue going forward.
- Modified reports for Semester 1-as a directive from the education department there will only be comments, no grades.
- Thank you to Tam Bourne and Katie Turner for the Mother's Day stall. Worked well without cash and ran smoothly with the year 6 councillors running it.

3.2 President: Kitty Prodonovich

- Thank you to the fundraising committee and uniform committee for continuing to work hard behind the scenes



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- Thank you to Rox Pappas and Ciskia Sie for canteen reopening and all they are doing
- \$5000 Federal Government funding received for nature playground – final acquittal report has been submitted and signed off.
- New constitution has been accepted and confirmed
- Funding focus for 2020- Early childhood playground. Was due to commence, has been postponed during these times. Not at funding stage yet – to be discussed in more detail at our June meeting.

3.3 Treasurer: Alice Mrazek-Scriven (financials - attachment two)

- No transactions in April at all
- Only 4 transactions in May thus far
- Balance is at \$48 646, no outstanding's.

3.4 Canteen: Rozanne Pappas/Alice Mrazek-Scriven (financials – attachment three)

- Should break even, with income from Feb/March
- All orders are being done online. No cash orders have meant a decrease of about \$300
- First Friday we reopened, total of \$830 was taken.
- The question now, is it worth opening Wednesday and Friday?
- Ciskia still needs paying form term 1.
- Rox and Tracey to look into job keeper and/or Lotterywest grant
- Survey monkey-what day would people rather, besides Friday?

3.5 Uniform shop: Janelle Klymovich/ Tracey Nichols (financials – attachment four)

- The shop has been physical closed from week 8, term 1.
- Orders are now all online or via phone. All deliveries are made to classrooms on Fridays.
- Fleece jackets have been popular with the change in the weather
- Leavers shirts have arrived, with more sizes due to arrive soon. The shirt has no year on it (potentially meaning it could be passed on), however, the jumpers are personalised.
- Looking at pre-ordering in term 3 for 2020 leavers shirts
- Polo/faction shirts and school bags have been ordered, with kindy t-shirts next to be ordered.
- Uniform shop should be stocked until the end of the year.
- Tracey-new to uniform finances, wants to know whether there is a pre-determined budget for admin? – all costs are to be considered by the uniform sub committee when doing budgets – they can do this within their own sub-committee.
- Discussion about whether paper or plastic bags should be used to deliver uniforms. Move something at the start of the year to purchase bags/stationary etc (can be done within the sub committee and then bring to the P&C for information).

3.6 Fundraising: Tam Bourne

- Look into the bags used at Mother's and Father's Day stalls (usually purchased and then receipts submitted)
- Congratulations to the councillors for running Mother's Day stall
- Information has been received for plates for kindy and PP in term 3
- Cake stall fundraiser to go ahead at Sports Carnival if held
- Looking at term 4 for a bigger celebration to compliment the Christmas concert
- Difficult to organise anything in the current environment

3.7 Naturescape: Belinda Jacklyn

- Sub committee has been dissolved, with Belinda looking after the EC play area



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4. Additional Agenda items:

Michael Hanes- P&C email address

- Tidy HQ/comms-class reps have now been added, and emails tidied up
- Length of email addresses might be causing issues; looking at using our own domain name to simplify. Would cost \$25 to register. Just food for thought at this stage, it wouldn't mean current email addresses can't still be used. Michael to bring the details of this to our June meeting for discussion and a decision.

Funding focus for 2020

- ECL playground, costing \$42,000 +GST
- Continue classroom upgrades (2 year 6's and stand alone kindy), leaving 3 more rooms for 2021.
 - Each room upgrade \$8000 (\$16000 from the P&C and \$8000 from the school, spread the funds across the school)
 - June 23rd make decision on school classrooms, with P&C doing 2 and the school doing 1
 - Furniture is the next step
 - Lincoln to get back to P&C regarding school funding towards the ECL playground. We are asking the school to commit to contributing \$10,000.
- Funding request from Year 6's to do up veggie patch
 - Benefits to the school (providing health veggies and herbs to the school, understanding more about gardening and healthy eating)
 - Look at purchases being made then being reimbursed
 - Consider waste wise program- free for schools once applied for via the city of Stirling website. Teaches about recycling and composting.
 - Living green- Annette Hodder to apply for the funds on behalf of the year 6's
 - Possibility of asking the community for donations, have they approached anybody?
 - Apply to Bunnings for grant (\$500) for plant supplies
 - The concept was whole heartedly supported, maybe just not to fund all of it, as there are a number of other options.
 - Kitty to call Christine to discuss options and then update at June P&C meeting.

5. Motions:

No motions for this meeting.

6. General business:

Meeting Close: 9:00pm

Next meeting: Tuesday 23rd June in the school staffroom (fingers crossed!)



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ATTACHMENT ONE Action List 25th February 2020

	Action	Who	Status
1	Do big write up for IGA in newsletter	Kitty Prodonovich	April 2020
2	Follow up protective behaviours talk	Janine Abbott	On-hold
3	Alice to arrange auditor	Alice Mrazek-Scriven	In progress
4	School has agreed to purchase new printer for canteen	Lincoln Day	Needs to be picked up
5	Fill out profile to add to Facebook page and send secretary photograph	All P and C Members (secretary to follow up)	In progress
6	Need to know date all members joined P and C	Secretary	In progress
7	Follow up Term of Reference of each subcommittee	Sub Committee members	To be presented at June Meeting
8	Follow up on whether students are allowed to assist in the canteen. Insurance does not cover – students to do an induction at beginning of term.	Janine Abbott to follow up	2020
9	Follow up if WD-40's would like to take on the Your Move project.	Kitty Prodonovich	On-hold
10	Fathering project – money has been endorsed by P & C - school need to give invoice to Alice to pay	Lincoln Day	Paid
11	Provide more information on containers for change	Kitty Prodonovich	In progress
12	Provide more information on Yourchange.com	Kitty Prodonovich	In progress
13	Survey Monkey for canteen days (Friday and ?)	Roxanne Pappas/Michael Hanes	
14	Uniform delivery options (plastic/paper bags)	Tracey Nichols/Janelle Klymovich	
15	Year 6 Veggie Garden project	Kitty Prodonovich	



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ATTACHMENT TWO Treasurer report

Wembley Downs Primary School P&C
Treasurer's Report
19 May 2020

	Cheque #	Date	Income	Expenses	Cheque A/C Balance	Term Deposit Balance	Total	
Opening Balance for 2020 - Bank statement								
Bel Jacklyn - Naturescape costs	840	31/12/2019		(102.20)	16,127.22		16,127.22	
Dept of Infrastructure - Grant		22/01/2020	5,000.00					
			5,000.00	(102.20)	31,025.02		31,025.02	Rec to Jan 31 balance
Mel Smith - Gardening Reimburse	839	4/02/2020		(54.27)				
Coffee Van - 1st Day		5/02/2020	100.00					
Entertainment Book Commission		28/02/2020	1,630.00					
			1,730.00	(54.27)	22,680.75			Rec to Feb 28 balance
Katie Turner - Christmas Stall		9/03/2020	328.10					
Tam Bourne - Welcome Picnic Reimburse	847	12/03/2020		(390.35)				
Canteen Funds deposited to wrong account		28/03/2020	648.55					
			756.65	(390.35)	23,047.05		23,047.05	Rec to Mar 31 balance
No April Transactions								Rec to April 30 balance
Smart Ideas - Mothers Day Products	849	5/05/2020		(1,292.00)				
Clare Sigrid - Reimburse Christmas Stall	845	8/05/2020		(168.38)				
WDPS - P&C Contributions		12/05/2020	24,000.00					
WDPS - Mothers Day Stall & Tea towels (\$3k & \$60)		12/05/2020	3,060.00					
			27,060.00	(1,460.38)	48,646.67			as at 18/05/20 - Incomplete month

Estimated deposits still to come in
P&C Contributions 55,000.00

Accounts	Portfolio	Check out your special offers. End out now		
Nickname / Type	BSD / Details	Account number	Account balance	Available funds
Uniform A/c	06 6129	0090 7620	+ \$22,213.48	+ \$22,213.48
Main P&C A/c	06 6161	1003 5947	+ \$48,646.67	+ \$48,646.67
Canteen A/c	06 6161	1003 5971	+ \$5,182.63	+ \$5,182.63
Total debits: \$0.00		Total credits: + \$76,022.78		Net position: + \$76,022.78

ATTACHMENT THREE Canteen Financials

WDPS

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

	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Total
Income	\$ 5,222.85	\$ 2,161.50	\$ -									\$ 7,384.35
Expenses												
Supplies	\$ 2,225.60	\$ 4,068.67	\$ -									\$ 6,294.27
Wages												\$ -
Superannuation												\$ -
Insurance												\$ -
Stationery												\$ -
School24 Fees												\$ -
Load&Go Fees												\$ -
Repairs and Maintenance												\$ -
Kitchen Hardware												\$ -
Total Expenses	\$ 2,225.60	\$ 4,068.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,294.27
Profit/Loss	\$ 2,997.25	\$ -1,907.17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,090.08

Notes:

A/P @ 30/04/20

Brownes

WA School Canteen Suppliers

Froyo

Streets

\$ -

chq

2733 \$ 1,711.36

2737 \$ 377.94

2738 \$ 202.05

Parent Balance 19/05/20

\$ 3,193.45

Bank Balance 18/05/20

\$ 5,163.53

Everyday M/card Balance 19/05/20

\$ 1,296.91

\$ 6,460.44

\$ 2,291.35 less cheques o/s

\$ 4,169.09 True Bal

o/s cheques \$ 2,291.35

\$ 2,291.35

As at May 19 2020



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ATTACHMENT FOUR
Uniform Shop Financials

WDPS Uniform Shop						
Profit and Loss Statement for the period 01/01/2020 to 30/04/2020						
		Total for period	January 2020	February 2020	March 2020	April 2020
Income						
	Cash Sales	\$5,281.00	\$2,191.00	\$2,805.00	\$285.00	
	EFT Sales	\$2,742.00	\$577.00	\$1,430.00	\$330.00	\$405.00
	Schools24 deposits	\$5,024.00		\$2,456.00		\$2,568.00
	Refunds	-\$110.00	-\$10.00		-\$100.00	
	Income Total	\$12,937.00	\$2,758.00	\$6,691.00	\$515.00	\$2,973.00
Expenses						
	Suppliers	-\$5,431.80			-\$5,431.80	
	Admin expenses	-\$26.00		-\$6.00	-\$20.00	
	Expenses Total	-\$5,457.80		-\$6.00	-\$5,451.80	
	Net Income	\$7,479.20	\$2,758.00	\$6,685.00	-\$4,936.80	\$2,973.00
Current known Future Income and Expenses						
<i>Income</i>						
	Schools 24 Income - April	890				
<i>Expenses</i>						
	Unprocessed cheques or unpaid invoices	-\$2,186.25				