



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

**Date:** Tuesday August 10<sup>th</sup> 2021  
**Time:** 6:30pm-8:15pm  
**Location:** School staffroom

### Attendees

**Executive committee:** Kitty Prodonovich (President), Alice Mrazek-Scriven (Treasurer), Alana Sizer (Secretary)

**School/Public:** Anne Christodoulou (Principal), Michelle Leeming (Deputy Principal), David Thew, Leigh McCarthy (Fundraising), Roxanne Pappas (Canteen), Chris Thompson, Michael Hanes, Mathew Turnball, Brooke Wilson (Fundraising), Chris Foggart.

**Apologies:** Tina Van Maanen (Vice president), Janelle Klymovich (uniform), Clare Sigrist (uniform), George Tolev (Deputy), Brooke Green, Belinda Jacklyn, Rachel Wenham, Nita Allen.

### 1. Open:

Welcome and Introduction: Kitty Prodonovich-President

- Thank you to Anne for the amazing smoking ceremony at the last assembly.
- Thank you to Anne and Michelle and all of the staff and teachers for everything refloods, assembly's, lockdowns – it is appreciated and very much noticed.

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 Christodoulou

(see attachment 2)

- Buildings and ground - so sad to see the extent of the flooding. The whole undercroft/Mulberry tree area was completely flooded, library, early childhood block, and the canteen. WDPS was the worst affected school in Perth by the floods.
- Everything has been taken out, sanded the concrete down, patched, and polished and new lino. Hopefully everything is back and up and running next week.
- Library is sorted-all carpet was replaced and make do with what they have. \$3000 worth of books damaged but will be replaced through insurance. Library is back open.
- Science and music rooms are back open, new mulch at the nature play, all new sand in the playgrounds.
- Painted the canteen and library.
- Sports store/uniform store-was a mess, teachers and students have helped to clean them up.
- Lawn outside the canteen to be replaced, and possibly the shade sail.
- Undercover storeroom was also flooded.
- Anne has made the department aware that we'd love to be on the renovation list/rebuild list.
- Parent forums-super successful. The areas that we want to investigate are the homework policy, Mathletics, communication plan. 10-15 parents attended each forum.

#### 3.2 President: Kitty Prodonovich

- 23<sup>rd</sup> of July was P&C Day-received a lovely card from the students.
- There has been a lot going on to start the term.



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- Hale road-first meeting where all the agencies got together, dept of ed, dept transport, main roads, City of Stirling, children's crossing unit, Police, and the school. They will send us a report, then the infrastructure will go in, then we will get a 5-year term, they will have to employ the attendant.
- New people helping during our different events/ideas/volunteer positions-great to see.

### **3.3 Treasurer: Alice Mrazek-Scriven** (see attachment 3)

- July 31-Melamine plates \$1000 profit
- Kitty and Alice paid some invoices the 2 nights previous.
- Main account is about \$26,000.
- Entertainment book money has not come in, Leigh to follow up.

### **3.4 Canteen: Roxanne Pappas/Alice Mrazek-Scriven**

- Have purchased some shelving.
- Canteen has absorbed the 2% surcharge for events (GP event and 80's big bash).
- Milk to be invoiced directly to the school for the staff, and canteen separately. Look at other options, as it is quote expensive.
- The dongle is working and up and running, thank you to the school for paying for it and organising it
- The roster has been working well.

### **3.5 Uniform shop: Janelle Klymovich/ Clare Sigrist** (see attachment 4)

### **3.6 Fundraising: Brooke Wilson/ Leigh McCarthy**

- Well-oiled machine!
- Melamine plates-6 week turn around.
- Colour run-September 24th-DJ/entertainer, to run the show. Paint has been purchased. Event should start early afternoon, after lunch. Book an early lunch for pizza day and come out for 1:30/1:45pm.
- 5% of total raised, goes to the company (colour run). Donations should be a sum, not per lap.
- Athletics carnival cake stall-individual cakes/slices.
- Federal election could be called anytime from term 4 until April 2022.
- Father's Day Stall-Tam has organised.
- Quiz night-ticking along, silent auction items still coming in.
- Square readers to be used on the night, hopefully 2.
- Luita street fair-find out if the year 6 students are keen. Last weekend of October.

### **3.7 IT and Communications: Michael Hanes-Office 365 update**

- \$588-TidyHQ annual fee is due, if we continue to use.
- Office 365 has been set up (and is free) and seems to be an easier way to communicate/email.
- Microsoft have recently changed their settings, which could make it more difficult.
- All the storage has been transferred across to 365, (meetings, flyers, governance, letters etc).User friendly, and at no cost. All agreed to migrate to Office365.
- Thank you to Michael for all his work on this.

### **3.8 Fathering Project: Matt Turnbull**

- Cycling is still a focus: event to be held at Herdsman Lake, Saturday September 4.



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- Term 4 Family sleepout- BBQ and movie, Friday October 22.
- Thanks to Matt for getting it started.

**4. Additional Agenda items:**

**4.1 Your Move Update and**

**4.2 Bike storage discussion (see motion below) noting that \$5,783.26 was approved in March**

- Looked at possibilities of what we have and what we can do.
- Chris met with Leda, increase capacity from less than 18, up to 80 bikes (another 8 with the overflow). The ride to school day we did have over 200, but 80 should be enough for the usual day to day riders. (Have staff and visitor bike racks as well, up to 8).
- The quote includes all of the groundwork, racks etc.
- We are eligible for a grant of up to \$15,000 from YourMove, but more likely \$7500.
- Aiming for total commitment now and get the funding back to cover some costs.
- The school and community are happy with the project and what it is creating around the school, it's helping with the traffic solution etc.
- With current fundraising, we will have the money, just don't have it right now. With the quiz night and colour run, we will have the funds. We can lend the money from canteen/uniform accounts, to then repay.
- Student leadership lab, where the students from around Perth get together to come up with strategies etc.
- Christine Tonkin meeting-cycling strategy group with Chris is now involved with, they want to see reduced congestion. Educate other schools on what WDPS have been doing. Celia Hamond would also like to be involved (possibly when the year 1 and 2's do the bike program later in the year).
- The programs in the school have been super successful and the students were well behaved and respectful.
- YourMove city of Stirling page to keep up to date.
- Thank you to Chris and Matt for all their work on this project.
- The P&C fully endorse this., acknowledging that the original amount endorsed in March is now void.

**4.3 P&C approved funding – progress update from Anne**

- Classroom Upgrades - \$16,000 approved in May. Organised and ordered. P&C will be sent invoice once everything has arrived.
- PE Storage – up to \$4,140 approved in March. Has been amended, use part of the funds for electricity/power points. Anne to come back to the P&C with the amount needed now. Alice to follow up on Sulo Bins.
- New Choir Vests - \$800 approved in May – Anne to follow up
- Drama Production - \$3,000 approved in May – in progress
- Library Storage and Displays - \$4,022 approved in June – Anne to follow up, as priority has been the storm damage to the library.

**4.4 Flood impact – is there anything the P&C can help with? No, most has been done through the department.**

**4.5 Funding Focus for the remainder of 2021**

Agreed that the focus would be Classroom upgrades and Bike storage and infrastructure

**4.6 Positions for 2022 – discussion**



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- Start mixing with your networks-most of the office bearers are stepping off, it would be great to get them on board before the AGM. (President, Vice president, uniform, secretary, canteen co-convenor, treasurer).
- Start looking at year 1 and 2 parents, put the feelers out there.
- A great opportunity for a new team to make their mark

**5. Motions:**

**5.1** *"That the P&C approves funding of up to \$21,901 for the upgrade of the existing bike racks and storage area and the creation of additional bike storage and racks. This motion supersedes the original funding amount approved in March 2021"*

**Moved:** Kitty Prodonovich

**Seconded:** Alana Sizer

Unanimously approved

**6. General business:**

- Thank you to Janelle and Clare for organising the staff jackets.

**Meeting Close:** 8:15pm.

**Next meeting:** Tuesday September 14<sup>th</sup> 2021



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**Action list August 10<sup>th</sup> 2021**

	<b>Action</b>	<b>Who</b>	<b>Status</b>
1	Fully Audited Financials for the 2020 FY to be presented at September 2021 P&C Meeting as endorsed at our 2021 AGM. Alice to contact auditor.	Alice Mrazek-Scriven	
2	WD40's Facebook post-introduce who they are, what they do, MT to send to AS	Matt Turnball TVM	
3	PE Storage Room – Anne to let the P&C know what funding is now required for this room, for the electricity	Anne Christodoulou	
4	PE Storage Room – find out if they still need Sulo bins (Anne to check with Paul Rosair)	Alice Mrazek-Scriven	
5	Luita street fair – KP to find out if the Year 6's still want to have a Tombola stall for their own graduation fundraising activities. We have booked the stall. KP to ask TVM and RW	Kitty Prodonovich	
6	Entertainment book payment – follow up on whether we have been paid.	Leigh McCarthy	
7	Anne to follow up whether the Choir Vests have been ordered (that we committed to in March 2021)	Anne Christodoulou	

**Action list from June 15<sup>th</sup> 2021-Attachment 1**

	<b>Action</b>	<b>Who</b>	<b>Status</b>
1	Buy P&C volunteer vests and screen print logo/wording	Janelle Klymovich	Done
2	Activate purchasing bank card (like the canteen has) for the events subcommittee-pre paid load and go card	Kitty Prodonovich	Done- pass onto Brooke
3	Set up platform on behalf of PC/uniform/canteen for square readers	Rox Pappas Janelle Klymovich	In progress for canteen
4	Inform auditor that an audit has been endorsed at the AGM for the 2020 FY and is required to be completed by May 31 <sup>st</sup> 2021	Alice Mrazek-Scriven	In progress
5	WD40's Facebook post-introduce who they are, what they do, MT to send to AS	Matt Turnball TVM	In progress
6	Alice to pay the invoice for colour run powder	Alice MS	Done
7	Events committee to email class reps re: event responsibilities for the rest of the year	Brooke Wilson Leigh McCarthy	Done
8	Book week swap/fair information	Leigh McCarthy Selina Lyon	Done- Laura Laing
9	Bike storage update	George Tolev Matt Turnball	In motion



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## Attachment 2



### Principal's Report School Board Meeting

Monday 10 August 2021

The School Improvement and Accountability Framework – conceptual model  
The School Improvement and Accountability Framework is structured around the following conceptual model:



### Teaching

- Our staff are starting to use an application called Ed Companion, here is a little bit about it: [Best Performance - Home | Facebook](#)



#### For students.

Students can show their unique talents, learning and mastery journey for gaps, no student left behind.



#### For teachers.

Personalise and optimise everything. Save time and top educational class resources and assignments.



#### For parents.

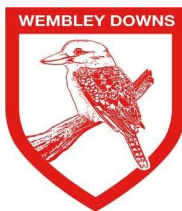
Parents can actively track, benchmark, and support their child's learning and mastery progress.



#### For principals.

Nurture a collaborative culture, track real-time progress and trends, and make informed leadership decisions.





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- Our EDU Dance lessons have commenced and are going very well.
- We have been selected to take part in the National NAPLAN Trial tests- only a selection of students are involved and Mrs Michelle Leeming is overseeing this project.
- Our Constable Care for Rooms 3, 4, and 10, has been rescheduled for this term.
- We will be commencing a whole school Fitness program to prepare us for our Athletics Carnival.

### **Learning Environment**

- As you are aware our school was damaged quite extensively in the school holidays due to the severe weather and flooding. Areas still requiring maintenance are the school library, flooring in our BER Blocks, the cabinetry also and the undercroft area where the Mulberry Tree Care work from, the Sports Shed, Costume Store.
- The Department of Education and The City of Stirling are conducting a parking feasibility study. I am keenly awaiting results.

### **Relationships**

- I will share information with you regarding our Parent Forums- I have received very good feedback.
- Our NAIDOC Assembly is on Friday 30 July at 9 am, in the Undercover Area- all welcome.
- Our School Nurse, Mrs Theona Hinkley and her team will be in Thursday 5 August for the Kindergarten students' Health Screening.
- Kindergarten Enrolments for 2022 was due Friday 23 July 2021. Please let us know if you missed this timeline.
- We had a meeting with many representatives regarding our School Crossing on Tuesday 27 July on the actual crossing! Thank you so much again Kitty for this fabulous work!

### **Leadership**

- You may have heard that Mrs Michelle Leeming will be taking Long Service Leave in Term 4, 2021 and then retiring in 2022. I am so grateful that I have had the privilege of working with Michelle since my appointment announcement last year. I have treasured every minute and will enjoy our last term together. Michelle has around 35 years of service in Public School Education and we have been very fortunate to benefit from her experience, knowledge and expertise. I know the staff, students and families value her leadership and will miss her. George, Kerry, Vicki, Catherine, Alicia and I certainly will. I have advertised the position and once this process is completed, I will announce our successful applicant. The process may take up to several weeks.
- Our Bike Dr Inspection is scheduled for Wednesday 28 July.
- Mr George Tolev will be leading the Churchlands Deputy Network- he will be hosting a meeting scheduled for Monday 2 August.
- Our Student Census is on Friday 6 August- this one does not guide funding- however, it is important as the NCCD information is collected.
- Our Your Move Students will be attending a Leadership Workshop with Mr George Tolev and Mr Chris Thompson in a few weeks.

### **Resources**

- We have directed some of our school funding to our English, Intervention program, focusing on key aspects of reading. Thank you to Mrs Loret Ortman, who is facilitating this program. Thank you to Mrs Leeming for organising this program.
- Our Year 6 Drama Production, with Mrs Ava Bilton, is going very well. Mrs Michelle Leeming has invited interested parents to meet this Thursday 29 July, after school to see if they are available to help.]



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## Attachment 3

Wembley Downs Primary School P&C  
Treasurer's Report  
31 July 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		13/01/2021	0.90			
			5.70		4,975.93	Rec to Jan 31 balance
Uniform Shop repay from 2020		15/02/2021	6122.70			
			6122.70		11,098.63	Rec to Feb 28 balance
AGM - Subs		11/03/2021	20.00			
Bakers Delight Woodlands - Buns	867	15/03/2021		(243.00)		
Election		16/03/2021	3307.20			
The Downs IGA - Sausages	868	18/06/2021		(292.57)		
Easter Raffle #1		25/03/2021	400.00			
			3727.20	(535.57)	14,290.26	Rec to Mar 31 balance
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	50.40			
School Gifts - Mothers Day	870	22/04/2021		(470.58)		
			659.40	(916.58)	14,033.08	Rec to Apr 30 balance
Sausage Sizzle		10/05/2021	279.10			
Mother's Day Stall		10/05/2021	3519.40			
WA Return Recycling		11/05/2021	70.16			
WA Return Recycling		11/05/2021	18.00			
P&C Contributions		17/05/2021	27000.00			
FC Australia - banners		24/05/2021		(831.60)		
			30886.66	(831.60)	44,088.14	Rec to May 31 balance
Melamine Plates deposits (13x530) 09/06/21-21/06/21		21/06/2021	390.00			
Newman Hire Deposit		21/06/2021		(550.00)		
WACSSO Membership		21/06/2021		(1,169.37)		
Brooke Reimburse		21/06/2021		(102.95)		
Melamine Plates deposits (26x530) 22/06/21-30/06/21		30/06/2021	1080.00			
			1470.00	(1,822.32)	43,735.82	Rec to June 30 balance
Melamine Plates deposits (78x530) 01/07/21-06/07/21		6/07/2021	2340.00			
Colour Run powder		6/07/2021		(785.50)		
Brooke Reimburse		6/07/2021		(101.75)		
Quizmaster deposit		6/07/2021		(292.50)		
Melamine Plates deposits (8x530) 07/07/21-27/07/21		27/07/2021	240.00			
Clegg Canteen Deposit - error		23/07/2021	6.30			
			2586.30	(1,159.75)	45,162.37	Rec to July 31 balance

Estimated deposits still to come in	
P&C Contributions - estimate	\$1,000.00

### 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
<b>Income</b>	\$ 3,553.50	\$ 6,805.20	\$ 2,665.82	\$ 6,078.30	\$ 5,706.95	\$ 1,344.50						\$ 26,154.27
<b>Expenses</b>												
Supplies	\$ 2,835.35	\$ 3,383.90	\$ 4,129.77	\$ 3,107.90	\$ 1,934.05	\$ 6,667.11						\$ 22,058.08
Wages			\$ 2,282.50		\$ 3,300.00							\$ 5,582.50
Superannuation			\$ 216.84		\$ 313.50							\$ 530.34
Insurance												\$ -
Stationery												\$ -
School Fees	\$ 71.36	\$ 112.84	\$ 69.58	\$ 138.16	\$ 114.71	\$ 48.54						\$ 555.19
Repairs and Maintenance												\$ -
Kitchen Hardware												\$ -
<b>Total Expenses</b>	\$ 2,906.71	\$ 3,496.74	\$ 6,698.69	\$ 3,246.06	\$ 5,662.26	\$ 6,715.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,726.11
<b>Profit/Loss</b>	\$ 646.79	\$ 3,308.46	\$ 4,032.87	\$ 2,832.24	\$ 44.69	\$ 5,371.15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,571.84

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

#### A/P @ 31/07/21

Browns	\$ 215.22											
WA School Canteen Suppliers	\$ 253.64					chq						
Froyo	\$ -						2769	2282.50				
Streets	\$ -						2770	3300.00				
	\$ 468.86											

Parent Balance 31/07/21 \$ 2,754.90

Bank Balance 31/07/21	\$ 18,598.99	o/s cash deposits - \$515.90	o/s cheques	\$ 5,582.50	\$ 5,582.50	
Everyday M/card Balance 31/07/21	\$ 1,397.23	+				
	\$ 19,996.22					
	\$ 5,582.50	less cheques o/s				
	\$ 14,413.72	True Bal				





## Attachment 4

## P&C Meeting - Uniform Shop Update

- The Uniform Shop will physically open the 1<sup>st</sup> Friday of the month from 8.40am to 9am.
- Upcoming open dates:
  - Friday 27 August (Friday before Faction Carnival)
  - Closed Friday 3 September (day of Faction Carnival)
  - Friday 5 November
  - Friday 3 December
  - Additional dates will be made for start of Term 4, Kindy Open Night etc
- Online deliveries are made to classrooms once a week on Friday mornings.
- New kindy shirt supplier – with 3LR Promotions for quoting.
- Delay in delivery of shorts. Order arrived with white piping so they are being re-made. Shipping of these has been delayed. New ETA mid August.
- 2022 Leavers Polo Shirt and Staff Polo Shirt pre-orders closed 3 August. Delivery expected late November/early December.
- Staff Jackets have also been ordered. Delivery TBC.