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

Date: Tuesday September 14th 2021
Time: 6:30pm-8:00pm
Location: Via Zoom

Attendees:
Executive committee: Kitty Prodonovich (President) Tina Van Maanen (Vice president), Alana Sizer (Secretary), Alice Mrazek-Scriven (Treasurer)
School/Public: Anne Christodulou (Principal) George Tolev (deputy Principal), Michelle Leeming (Deputy Principal), Janine Abbott (Executive), Julie Gibson, Leigh McCarthy (Fundraising), Michael Hanes (IT/canteen treasurer), Ciskia Si (Canteen), Janelle Klymovich (Uniform), Rebecca Mountain (Canteen)
Apologies: Roxanne Pappas (Canteen), Brooke Wilson (Fundraising), Tam Bourne

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 1)

3. Reports and Updates

3.1 School Principal: Anne Christodulou
(see attachment 2)

- Anne wants to acknowledge Michelle Leeming's contributions to our school; she will be missed when she retires at the end of this term.
- Thank you to all the P&C for all their hard work too, everyone has been flexible and accommodating with all the term 3 changes.

3.2 President: Kitty Prodonovich

- Thank you on behalf of all the P&C to Michelle Leeming.
- Since the last meeting, we have all been super busy! Quiz night, such an amazing night for a whole lot of reasons (not just for the epic fundraising). This event along with the Father's Day stall, melamine plates, cake stall and the faction carnival has really connected our community and seen a whole raft of new volunteers getting involved.
- Big thank you to Leigh and Brooke, they are doing a fantastic job.
- Faction Carnival -have only had positive feedback – very well organised.
- Hale road crossing-August 28th we received the report about who oversees what, from the City of Stirling. The process has begun.
- Funds raised in term 3 to date:
  C4C $37.84
  Entertainment Book $294.00
  Fathers Day Stall $2018.30
  Faction carnival cake stall and sausage sizzle $1209.10
  Melamine Plates $1232.50
  Big 80's bash $9,575.81
- Thank you to everyone, so many people contributing in so many ways.

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

- Alice and Michael to meet over the holidays to discuss spreadsheet handover.
- Spent a lot of money in July, look at the total rather than the ins and outs.
- Michael, Rox and Alice have met to discuss processes for next year.
- As of today $35,209, in total in main account.
- Kitty has paid the deposit for the bike shed upgrade, to get the ball rolling.
- If anyone orders anything or gets an invoice, make sure it says Wembley Downs P&C. If you need reimbursing, scan, and send it through to Alice in a PDF format.
- Square readers shouldn't be charged GST. (This will be followed up by KP)
- Audit/Review needs to be sited by the school as well. We have been waiting since May; Kitty to follow up.

3.4 Canteen: Roxanne Pappas/Alice Mrazek-Scriven
(see attachment 4)

- Everyone and everything is going quite well.
- A lot of volunteers showed up at the sports carnival, which was super helpful.
- The roster for volunteering is working well in the younger years, not so much in the older years.
- 150 online, 30 over the counter orders on a Friday, so busy and need the volunteers.
- Canteen to email the class reps the week before to check on volunteer numbers.
- Motion to follow in regard to the mini-iPad.

3.5 Uniform shop: Janelle Klymovich/ Clare Sigrist
(see attachment 5)

- Staff jackets to arrive tomorrow.

3.6 Fundraising: Brooke Wilson/ Leigh McCarthy

- Last payments have been made from the quiz night.
- Melamine plates to be handed out this week. About 20 plates without a room number, these to be left in the office. Maybe next time, do a couple of years at a time instead of the whole school.
- Colour run-just over $3000 raised so far. Everything is ready to go, we have all the volunteers for all the positions! Notice to go home in the bags at the end of this week. Keep posting updates about leading classes etc.
- Thanks to Brooke and Leigh for a massive term 3.
- Containers for Change is light on, need to advertise a bit more.

3.7 Community Grants: Brooke Greene/Anna Cathcart

- Next meeting

3.8 IT and Communications: Michael Hanes-Office 365 update

- Effectively complete from Michael's end.
- All emails should be forwarded to personal emails also.
- Need to log in once every 90 days.
- TidyHQ subscription has been downgraded.
- Still a work in progress, checking if everyone is receiving emails. Usernames and passwords can be resent.
- Business for security purposes, can't be used. Sponsorship can be explored via the board.

3.9 Fathering Project: Matt Turnball

- Dads and kids bike ride was a big success on Saturday at Herdsman Lake. Update on the P&C Facebook page to follow.
- Dads and kids' campout on the oval, planned for term 4.

3.10 School Board: Belinda Jacklyn

- Discussed the homework policy.

4. Additional Agenda items:

4.1 Nature play-steps/logs from the oval to the path (road)

- The hill from the nature play to the road, would be funded by the school, not the P&C.
- Has been investigated previously, George and Anne to discuss tomorrow to see what has been discussed before. Something rings a bell about access, ramps etc.

4.2 P&C Survey focus for 2021

- Survey usually goes out in November, should there be a focus for 20222? Send suggestions to Kitty. Should be about getting more involved.
- Any parent information talks wanted.
- Survey monkey has been switched to Anne, from Lincoln.
- Kitty to do a draft survey and send to committee for editing.

4.3 Your Move update

- Your Move is going great, and this is because of the combined efforts of the school, our fantastic Your Move Student Team, the WD-40's and the P&C and of course all of our kids!
- We were successful in gaining a $7,500 grant through the Your Move Program which will be used for the upgrading and additions to our bike storage.
- We have invited the Mayor of the City of Stirling, Mark Irwin to come to our school and see all the work we have been doing with Your Move. He is also going to take part in a facilitated Q&A session with our students. He has accepted and we are just confirming the date. It will be in Term 4.
- We have a safety travel information sheet ready to go out in term 4 as part of a travel clean focus.
- Westcycle are coming to school to paint stencils with leaders around and in the school on safe travel.
- Early childhood ride nation happening in term 4. Definitely Year 1 and 2, possibly PP too.
- We are at double platinum status in less than a year which is a remarkable achievement.

4.4 Meeting dates for Term 4 – Confirmation

- Tuesday October 19 and Tuesday November 30

5. Motions:

5.1 "That the P&C approves funding of up to $978, for the purchase of further storage for the uniform shop. This funding to from the Uniform account."

Moved: Janelle Klymovich

Seconded: Kitty Prodonovich

Unanimously approved

5.2 "That the P&C approves funding of up to $500 for the purchase of Lego for the parent run Lego club."

Moved: Kitty Prodonovich
Seconded: Alana Sizer
Unanimously approved

5.3 "That the P&C approves funding of up to $500, for the purchase of an appropriate iPad mini (or equivalent) for the canteen to use for pairing to the Square Reader. This is to be paid from the Canteen account.""

Moved: Rox Pappas
Seconded: Kitty Prodonovich
Unanimously approved

5.4 "That the P&C approves funding of $2000 towards the Year Six Graduation activities, book and celebrations."

Moved: Kitty Prodonovich
Seconded: Alana Sizer
Unanimously approved

6. General business:

- AGM as early as possible next year, possibly week 2 of term 1. Gives the new committee a chance to set up and run with it. Set a date at next meeting.
- 2022 Kindy information session is Wednesday November 24th, Janelle to attend on behalf of the P&C.
- Nature play plaques

Meeting Close: 8:00pm.
Next meeting: Tuesday October 19th 2021

	Action	Who	Status
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	Ongoing
2	WD40's Facebook post-introduce who they are, what they do, MT to send to AS	Matt Turnball TVM	Ongoing
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 Alice Mrazek-Scriven	Ongoing
4	PE Storage Room – find out if they still need Sulo bins (Anne to check with Paul Rosier)	Alice Mrazek-Scriven	Completed
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	Completed
6	Entertainment book payment – follow up on whether we have been paid. ($294-payments made quarterly)	Leigh McCarthy	Completed
7	Anne to follow up whether the Choir Vests have been ordered (that we committed to in March 2021)	Anne Christodulou	Ongoing-next meeting

Action list from August 10th 2021-Attachment 1

Action list 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	
2	WD40's Facebook post-introduce who they are, what they do, MT to send to AS	Matt Turnball AS	
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	
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	
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	
6	KP to follow up GST being charged on square readers – it shouldn't be.	KP	
7	KP to follow up with Belinda as to the status of the acknowledgement plaques for the Nature Playground.	KP	
8	Anne to follow up with George on previous discussions about stairs to the nature play area.	Anne Christodulou	
9	School to do reminders with the kids re the C4C bins not being for general rubbish.	GT/AC	
10	KP to do draft survey and send to committee for input	KP	
11	Set date for AGM 2022 at the October meeting	All	

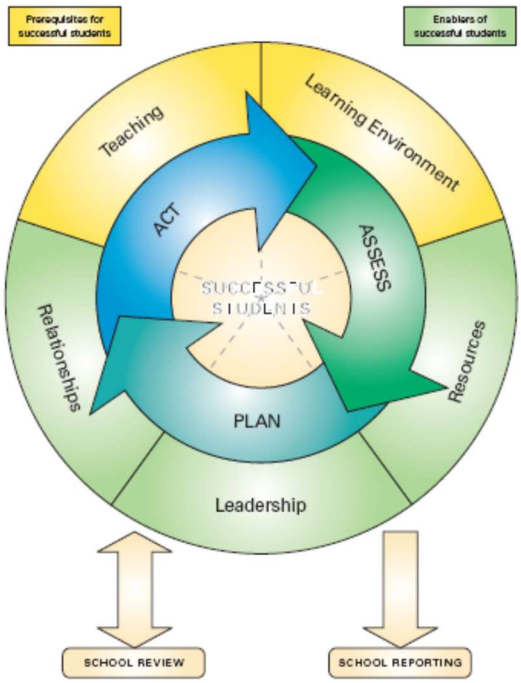
Attachment 2

Principal's Report P&C Meeting

Tuesday 14 September 2021

The School Improvement and Accountability Framework – conceptual model

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



Teaching

- A whole school fitness program has been introduced this term, to provide our students with a chance to practice and increase their fitness for our Athletics Carnival.
- Swimming lessons and Swimming Carnival next term.
- NAPLAN results will be out shortly- preliminary data shows that we have improved as a school in all areas. This will be a focus of our Term 4, Week 3 School Board Meeting.
- Your Move Student Leadership Program for our students was an amazing opportunity. Our Year 6 parents will be invited to Parent-Teacher interviews early in Term 4. I will also be making a presentation to the parents of our Instrumental Music Students for 2022 and more information will come regarding this session from Mrs Laura Walker on Connect.

- I had the pleasure of attending the One Big Voice (OBV) Concert at the RAC Arena. One Big Voice is Australia's largest children's choir and it is open to all schools, public or private (Years 3-7). One Big Voice culminates annually in 2 massive concerts at RAC Arena in Perth, Western Australia. Over 7000 students and their families celebrated in joyous affirmation of the life-changing power of song. It was a lovely evening and I was very proud of our students and staff. I thank Laura Walker for all her hard work in preparing our sensational students. I would also like to thank Mrs Laura Mickler, Mrs Michelle Leeming and Mr George Tolev for assisting on Friday night and volunteering their own time. I am very grateful to have such a supportive staff.
- I am looking forward to our EDUDANCE Concerts- Kindergarten Tuesday 7 and 9 September. The P-6 EDUDANCE will be on Thursday 16 September 2021.
- Our Year 6 students will have their Drama Performance on Thursday 23 September, in the evening. I am looking forward to the event.

Learning Environment

- Buildings and Grounds are still a focus-
    - I am awaiting the City of Stirling Information as a result of the parking audit.
    - Flood repairs will be ongoing into the next holidays and Christmas holidays.
- Our Reading Resource area is being tidied and sorted.
- New Mathematics equipment has been purchased.

Relationships

- Our Year 5/6 Teachers are meeting with Mrs Leeming and I regarding a revised process for our Student Leaders program.
- 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 eg Quiz Night, Colour Run.
- Mrs Belinda Kuster and I will be attending an education forum hosted by Mrs Christine Tonkin MLA, where the Hononarble Sue Ellery, MLC and Minister for Education and Training will also be there.
- Our Year 6 Students and P&C Parent Volunteers will be assisting with the Luita St Fair. This complements their Business Development Learning Program.

Leadership

- We look forward to welcoming Mr James Baker as our new Deputy Principal- he will be at the school on Monday 20 September for a handover day with Mrs Michelle Leeming.
- Our staff are meeting with their line managers for their Performance Development work.
- Year level excursion development is still being refined and more directed by the teachers than the Leadership Team eg Year 4 Excursion.

Resources

- Class Structures and Planning for 2022, have commenced and we will be liaising with staff shortly. I will be calling for Parent Requests in Term 4.
- What a fantastic Science Week, Ms Megan Donegan organised for our students and staff last week. The theme was *Food: Different by Design* and it honoured the United Nations

International Year of Fruits and Vegetables and the International Year of Creative Economy for Sustainable Development. Last Monday we enjoyed the SciTech Incursion, focusing on the Biology Strand and I hope your child/children shared information about these shows. Also, our Science Room became a creative haven for smoothie making! I believe over 300 were made! Thank you to Ms Donegan for all your hard work, it is greatly appreciated. I know you were also very thankful to the staff who assisted you during the lunchtimes to make this happen!

- Book Week and in particular our Book Fair was an amazing event! Thank you to Mrs Alicia Graham and Mrs Laura Laing, Mrs Tracey Nichols, Mrs Brooke Greene.

Attachment Three

Wembley Downs Primary School P&C
Treasurer's Report
31 Aug 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 (13x$30) 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 (26x$30) 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 (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		(101.75)		
Quizmaster deposit		6/07/2021		(292.50)		
Melamine Plates deposits (8x$30) 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**
Donation - Wenham		9/08/2021	100.00			
WDPS Leases		9/08/2021		(11,000.00)		
Picture Products		9/08/2021		(3,117.50)		
Quiz Night Hire balance		9/08/2021		(682.50)		
Bop til you drop		9/08/2021		(395.00)		
3LR Volunteer Vests		9/08/2021		(395.00)		
Quiz Night purchases card topup		9/08/2021		(3,500.00)		
Donation - Vangelis, 20:20 Carpentry, Redhage B/ball, Synnot		10/08/2021	400.00			
Quiz Night Payments in		Various	4891.26			
Quiz Night Cash Deposit		17/08/2021	685.00			
Edison McGrath - Donation		17/08/2021	100.00			
Glass City - Container Refunder		23/08/2021	92.80			
WDPS TBC		23/08/2021	2089.40			
Fathers Day gift purchases		25/08/2021		(940.70)		
Newman Hire Balance		25/08/2021		(1,738.00)		
Quiz Night In Cantina		25/08/2021		(785.00)		
Bike Upgrade Deposit		25/08/2021		(7,666.00)		
Transfer in Canteen Tix Sales net of $24 fees		25/08/2021	6162.50			
Entertainment Book Commission		27/08/2021	294.00			
			14814.96	**(30,219.70)**	**29,757.63**	**Rec to Aug 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
Income	$ 3,553.50	$ 6,805.20	$ 2,665.82	$ 6,078.30	$ 5,943.00	$ 1,472.60	$ 5,952.80					**$ 32,471.22**
Expenses												
Supplies	$ 2,835.35	$ 3,383.90	$ 4,129.77	$ 3,107.90	$ 1,934.05	$ 6,667.11	$ 2,783.97					**$ 24,842.05**
Wages			$ 2,282.50		$ 3,300.00							**$ 5,582.50**
Superannuation			$ 216.84		$ 313.50							**$ 530.34**
Insurance												$ -
Stationery												$ -
School24 Fees	$ 71.36	$ 112.84	$ 69.58	$ 138.16	$ 114.71	$ 48.54	$ 115.53					**$ 670.72**
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**	$ -	$ -	$ -	$ -	**$ 31,625.61**
Profit/Loss	**$ 646.79**	**$ 3,308.46**	**-$ 4,032.87**	**$ 2,832.24**	**$ 280.74**	**-$ 5,243.05**	**$ 3,053.30**	$ -	$ -	$ -	$ -	**$ 845.61**

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

A/P @ 31/08/21

Browns	$ 890.04			
WA School Canteen Suppliers	$ -	chq		
Froyo	$ 772.20	2769	2282.50	
Streets	$ 240.90	2770	3300.00	
	$ 1,903.14			

Parent Balance 31/08/21 $ 2,681.30

Bank Balance 31/08/21	$ 24,655.28	o/s cash deposits - $200	o/s cheques	$ 5,582.50	**$ 5,582.50**
Everyday M/card Balance 31/08/21	$ 1,397.23	+			
	$ 26,052.51				
	$ 5,582.50	less cheques o/s			
	$ 20,470.01	**True Bal**			

Attachment Four

WDPS Uniform Shop

Profit and Loss Statement (Cash Basis)

Current period

		Total for year to date	January	February	March	April	May	June	July	August	September	October	November	December
Income														
	Cash Sales	$1,635.00	$50.00	$835.00	$115.00	$140.00	$340.00	$110.00	$70.00	$115.00				
	EFT Sales	$3,584.00	$1,685.00	$399.00	$375.00	$220.00	$75.00	$395.00		$435.00				
	Schools24 deposits	$21,760.00	$5,320.00	$165.00	$4,630.00		$3,220.00	$3,030.00	$2,135.00	$3,260.00				
	Refunds	-$361.50			-$236.50		-$125.00							
Income Total		**$26,617.50**	**$7,055.00**	**$1,399.00**	**$4,883.50**	**$360.00**	**$3,510.00**	**$3,535.00**	**$2,205.00**	**$3,810.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Expenses	Suppliers	-$24,997.90		-$10,286.65		-$7,093.75		-$7,617.50						
	Admin expenses	-$113.66		-$95.66				-$18.00						
	Other	-$1,085.00						-$1,085.00						
Expenses Total		**-$26,196.56**	**$0.00**	**-$10,382.31**	**$0.00**	**-$7,093.75**	**$0.00**	**-$8,720.50**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
Net Income		**$420.94**	$7,055.00	**-$8,983.31**	$4,883.50	**-$6,733.75**	$3,510.00	**-$5,185.50**	$2,205.00	$3,810.00	$0.00	$0.00	$0.00	$0.00
		Incorrect transfer	175.5	64			June Other = Netball Uniform Transfer			Staff transfers - $150				

Current known Future Income and Expenses

Income	
Schools 24 Income - August	$2,315.00
	$2,315.00
Expenses	
Paid in next period	-$2,557.50
Known future payments not yet due	-$11,961.76
	-$14,519.26
TOTAL	-$12,204.26

Bank Reconciliation

Bank Balance @	01/07/2021	$23,345.97
Income as per bank statement		$3,695.00
Staff transfers		$150.00
Cash Deposit		$209.50
Expenses		
Bank Balance @	31/07/2021	$27,400.47

Attachment Five

P&C Meeting - Uniform Shop Update

- The Uniform Shop will physically open the 1st Friday of the month from 8.40am to 9am.
- Upcoming open dates:
  - Friday 5 November
  - 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.
- Staff Jackets have also been ordered. Delivery this week.