



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

Date: Tuesday 25th February 2020
Time: 7:30pm
Location: WDPS staff room

Attendees:

Executive committee

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

School/Public

Tanya Hart (Uniform shop), Tam Bourne (Fundraising), Laura Mackintosh (Uniform Treasurer), Belinda Jacklyn (Naturescape), Michael Hanes (IT and Comms), Rachel Clegg, Selina Lyon (Executive), Janelle Klymovich (Uniform shop) Claire Sigrist (Uniform shop), Janine Abbott (executive) Annette Hodder, Laura Mickler, Lincoln Day (Principal)

Apologies

Mel Smith (Naturescape), Peter John (executive), Katie Turner (Fundraising), Megan McGuire (Board representative)

1. Open:

- Welcome and Introduction: Kitty Prodonovich President
- Welcome to new members, Alana (Secretary), Janelle and Claire (Uniform)
- Quorum Present (minimum 5 members): Yes

2. Confirmation of minutes of previous meeting:

- Kitty Prodonovich moved to confirm previous minutes of meeting; Clare Sigrist seconded this. Unanimously carried.

2.1 Action items arising from previous meetings:

(see attachment One)

3.1 School Principal: Lincoln Day (attachment Two)

- Naturescape: timetable for use during the week, different year/per day seems to be working, monitor how many students using it. The students love it.
- P & C need a rep for the board (Belinda Jacklyn?), will need to have a backup rep.
- Audit: currently in progress
- Canteen now have a laptop and access to internet, just need a printer.
- School timetable change is currently working (later recess and lunch). Still considering a 3:00pm end of the day and 50min lunchtime is still being questioned due to its length.
- Carparking and use of the teacher carpark: cones still out there, but not being monitored as much and continues to work. Notice to be posted about how well it is still working.

3.2 President: Kitty Prodonovich

- Supervised children's crossing at Hale road (close to Dover). Conduct survey as it needs a minimum of 200 students to be crossing; see if there is interest from the other 3-4 schools in the surrounding area.
- Naturescape opening/welcome picnic-successful and major event for the school, created a legacy item for the school. Thank you to Michelle, Lincoln, Annette and to Tam Bourne for all of their efforts in putting the event together, and a special thank you to Vicci Malcolm for cooking the bbq.
- Uniform shop: thank you for getting 2020 up and running by coming in over the school break to get everything organised.
- AGM - Retrospective meetings
 - Should only be 30mins to an hour long



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- Reports from sub committees to be presented
- Go through school financials on the night
- Need an executive member per committee
- Committee roles: usually people put their hand up
- Report/agenda ready to go next Wednesday 4/03
- Funding Focus for 2020: Stage Two of the Naturescape project in the pre-primary play area and classroom upgrades
- Survey Feedback:
 - A few mentions of an art club (in the same vein as Lego and Chess club). Few parents happy to volunteer and run, some have access to funding and artist in residence type activities.
 - More inclusive activities-multicultural, children with disabilities, workshops, Harmony day, Naidoc week (runs during the holidays so need to find a date during term)
- Harmony Day: March 20th, Laura Mickler to take care of organising some activities
- 3.3 Treasurer:** Alice Mrazek-Scriven (No attachment due to first meeting of the year – no activity yet)
 - \$5000 from Celia Hammond
 - Coffee van on first day of school was a donation
 - \$21,000 start of the year balance
- 3.4 Canteen:** Alice Mrazek-Scriven
 - Now have laptop
 - Still struggling with volunteers; has been suggested that parents might like to give a donation if they can't volunteer? Could be added to the school fees as a voluntary contribution or on a separate letter/form?
 - Keep asking for volunteers regardless
- 3.5 Uniform shop:** Tanya Hart/Laura Mackintosh (Attachments Three and Four)
 - Most products available (only 1 bag left)
 - Call out for second hand uniforms, can be dropped off at the school office (possibility of keeping these for those struggling and can then be discreetly donated to them).
 - Leavers shirts are still on the way and should be here by the end of March. P & C to fund for students who can't afford.
 - Stock issues may arise due to most items coming from China and the fact that the coronavirus is stopping exports of goods.
 - Schools24 still unable to charge fee (has been chased up numerous times)
 - Laura and Tanya are stepping down, thank you to them for all their work in the uniform shop.
 - Big welcome to Janelle and Claire who are taking over.
- 3.6 Fundraising:** Tam Bourne
 - Thanks to Kitty and Tam for opening picnic
 - Need to enlist at least 4 new members to the Fundraising committee, across different year groups – this will be a call out focus leading up to the AGM
 - Fundraising: allocate a year group per regular fundraiser (mothers day/ fathers day stall, Easter raffle etc) – this was well received, TB and KT to follow this up
 - Activities planned for term One
 - Food stall/coffee at swimming carnival
 - Easter raffle



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- Melamine plates
- Activities on the drawing board for later on in the year
 - Mother's Day stall
 - school disco
 - Quiz night??
 - Colour run/fun run
 - Father's Day stall
 - Parent info nights

3.7 Naturescape: Belinda Jacklyn

- Stage 1 is now complete
- School still needs to contribute \$10,000 as per agreed funding commitment for 2019. School needs to return over payment of \$6,000 to the P&C.
- Plaque's need to be organised for family's who donated, Belinda to follow up
- Stage 2 hopefully to commence mid-year, if funding happens. P&C have requested that the school contribute \$10,000 towards this stage – otherwise we will not be able to proceed, due to other funding commitments of the P&C.
- Boat outside the early learning centre, being put together by Belinda and should be a no cost project due to donations of equipment.

4. Additional Agenda items:

We have been successful in being invited to be a part of the Living Green programme, run by the City of Stirling. Thanks to Mel for putting our name forward for this funding grant and program.

- Need a P & C member to run it (see if Mel is interested, even though she is not continuing on the P&C), AGM call out.
- Funding needs to be for a specific focus/project
- Can be used to run incursions for students

5. General business:

- Protective Behaviours talk, 4 options available – Janine to collate the info and present at next regular P&C Meeting
- Gold coin donation from parents to secure spot or a low per head charge?
- Send options to all P&C, summary from Janine (31st march resolution for Term 2 date)

Meeting Close 8:50pm. Next Regular P&C Meeting: Tuesday 31st March

AGM Monday 9th March 7.00pm to 8.00pm

76 Brompton Rd Wembley Downs





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Attachment One Action List from Feb 25th, 2020

	Action	Who	Status
1	Follow up with Lena at IGA regarding newsletter advertisement and FB advertisement following their \$1000 donation to our Community Nature Playground	Kitty Prodonovich	In Progress
2	Follow up all those that indicated they would like to volunteer in survey conducted late last year – invite them all to our AGM	Kitty Prodonovich	
3	Collate all info on the possible presenters for a Protective Behaviours Parent info night and summarise for presentation and decision at meeting on March 31 st .	Janine Abbott	
4	Alice to arrange auditor (Jayne Boyle's company) as soon as possible to audit 2019 Financials.	Alice Mrazek-Scriven	
5	School has agreed to purchase new printer for canteen. Lincoln and Laura Mickler to follow up and liaise directly with canteen.	Lincoln Day/ Laura Mickler	
6	Fill out personal profile form to add to Facebook page and send photograph to Alana if they chose to.	All P and C Members Alana Sizer	Ongoing
7	Follow up Change of signatories for bank following AGM. Require five signatories – President, Vice President, Secretary, Treasurer and exec member	Alice Mrazek-Scriven	
8	Need to know date all members joined P and C (this is a requirement of our record keeping as per our constitution.	Alana Sizer to collect information	Ongoing
9	Each subcommittee to confirm they are comfortable with their terms of reference so we can get them endorsed at AGM.	Sub Committee Convenors/Chairs	
12	Redo Committee Meeting Code of Conduct for our purposes and circulate to committee, for endorsement at AGM.	Kitty Prodonovich	
13	Follow up on whether the school can get an exemption to allow students to assist in the canteen. We have followed this up our side, the school needs to get special permission.	Laura Mickler	
14	Follow up with Matt Turnbull if WD-40's would like to take on the Your Move project.	Kitty Prodonovich	
15	Fathering project – money has been endorsed by P & C - school need to give invoice to Alice to pay	Lincoln Day to get Kerry to F/U	
16	Provide more information on containers for change at March 31 st Meeting	Darcy Bosch	
17	Provide more information on Yourchange.com at March 31 st Meeting	Darcy Bosch	
18	Post Carparking reminder notice on FB Page and in fortnightly school newsletter	Alana Sizer Kitty Prodonovich	
19	Draft letter/note/form for canteen volunteer \$\$ contribution, to be discussed at March 31 st Meeting (in lieu of actually volunteering)	Rox Pappas Kitty Prodonovich	



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Attachment Two Principal's Report

1. The nature scape playground timetable
 - (a) Monday – year 1
 - (b) Tuesday – year 2
 - (c) Wednesday – year 3
 - (d) Thursday – year 4
 - (e) Friday – year 5 / 6
 - (f) The school has or is paying the last payment of \$15,400.00
2. School Board Members 2020.
 - (a) Anna Cathcart
 - (b) Belinda Jacklyn
 - (c) Belinda Kuster
 - (d) Dave Mickler
 - (e) Lincoln Day
 - (f) Matt Preston
 - (g) Merrilee Edgar
 - (h) Michelle Leeming
 - (i) Sam Macintosh
 - (j) Simon Egginton
3. Audit – is there an update on the audit of the P&C finances please?
4. The laptop for the canteen has been delivered and set up.
5. School has altered the internal times.
 - (a) Commence 8.50am
 - (b) Recess 11.00am – 11.20am
 - (c) Lunch 1.20pm – 2.10pm

The staff have committed to trialling this for term 1 and 2 of 2020. We may also look at the altering the start and finish times later in 2020.

We are also discussing shifting the times around to see what 'mix' works best. E.g. recess from 11.00 – 11.30 (mini lunch) and lunch 1.20pm – 2.00pm. We are also considering having the students play first and then eat before going back to class. This might help the students settle better for the afternoon.
6. Thank you to everyone in the P&C for a terrific start to the 2020 school year.

Regards

Lincoln Day
Principal
25 February 2020



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Attachment Three Uniform Committee Report

Uniform Committee Report

Term 1, P&C Meeting #1, 25/02/19

It's been a busy start to the year 😊

How to order uniforms:

• **Online:** Please place your order at school24.net.au (first time users will need to use school ID: 25315963 to create an account). Credit card only is accepted.

Items will be delivered to your child's classroom within 5 to 7 working days.

• **Uniform Shop:** Alternatively, you can purchase items during school Terms on Tuesday mornings from 8:30-9am at the Uniform Shop (located near the school office). Cash and bank transfer only.

• **School Office orders:** Paper order forms can be completed and returned to the school office. This is for cash only orders and the exact amount of money is required (school office staff are unable to provide change). The uniforms will be delivered to your child's classroom within 5 to 7 working days.

Volunteering on the Uniform Committee: volunteers are always welcome to help with online orders, working in the Uniform Shop, and assisting with ordering, re-stocking and stock-taking of uniform items.

Please contact us via our email address

(Wembleydowns.ps.uniforms@education.wa.edu.au) or visit us in the Uniform Shop to find out more information.

Stock Update: most items are in stock.

Currently out of stock: size 16 skorts and size 16 shorts.

We have low stock numbers for size 2 red polo shirts, size 4 red polo shirts and school bags. These items can only be purchased directly from the Uniform Shop (not available via school24).

Orders will be placed soon to restock the above items.

Year 6 Parents: Update on Leavers shirts delivery time

The delivery of the shirts will unfortunately be delayed for 2 reasons:

1. The orders went in late due to the delay in decisions being made about the design of the shirts. Orders were eventually made at the beginning of December (usually they are made in October to ensure that orders arrive early in Term 1 of the next year).

2. Unfortunately the stock is made in China. Due to the Chinese New Year holidays and the Corona Virus there are now further delays for manufacturing and shipping times.

The best estimate from our suppliers for delivery is the 3rd week of March (week 8 or 9).

Sincere apologies that we don't have more positive news. Thank you in advance to the Year 6 parents and students for your patience with this matter.

Corona Virus impact: the majority of items in our school uniform are made in China. Due to the impact the Corona Virus is having on trade and manufacturing in China, we are anticipating there will be some significant delays with ordering and delivery of stock. We will be liaising closely with our suppliers and update the school community as more information becomes available.

Thank you.

WDPS Uniform Committee



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Attachment Four Uniform Committee Treasurers Report

Wembley Downs Primary School Uniform Shop Financial Report for March 19 - Feb 2020																								
	March	April	May	June	July	August	September	October	November	December	January	February	Year to Date											
Income Uniforms	\$ 4,843.00	\$ 1,007.00	\$ 4,355.00	\$ 3,435.00	\$ 1,481.00	\$ 1,130.00	\$ 1,340.00	\$ 2,458.50	\$ 2,916.00	\$ 9,820.00	\$ 1,577.00	\$ 6,676.00	\$ 32,785.50											
Total Income	\$ 4,843.00	\$ 1,007.00	\$ 4,355.00	\$ 3,435.00	\$ 1,481.00	\$ 1,130.00	\$ 1,340.00	\$ 2,458.50	\$ 2,916.00	\$ 9,820.00	\$ 1,577.00	\$ 6,676.00	\$ 32,785.50											
Expenditure Uniforms	\$ 3,851.47	\$ 1,115.40	\$ 616.00	\$ 1,786.40	\$ 3,206.50	\$ 5,770.05	\$ 495.00	\$ -	\$ 11,988.90	\$ -	\$ -	\$ -	\$ 28,829.72											
School24 Fee (3.1%)	\$ 90.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90.64											
Total Expenditure	\$ 3,942.11	\$ 1,115.40	\$ 616.00	\$ 1,786.40	\$ 3,206.50	\$ 5,770.05	\$ 495.00	\$ -	\$ 11,988.90	\$ -	\$ -	\$ -	\$ 28,920.36											
Uniform Only Profit/Loss	\$ 900.89	-\$ 108.40	\$ 3,739.00	\$ 1,648.60	-\$ 1,725.50	-\$ 4,640.05	\$ 845.00	\$ 2,458.50	-\$ 9,072.90	\$ 9,820.00	\$ 1,577.00	\$ 6,676.00	\$ 3,865.14											
Eclipse Debt (debt from Dec 17)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -											
Current Bank Balance	\$ 11,787.03		\$ 14,825.63	\$ 16,095.63		\$ 15,753.73		\$ 4,375.28	\$ 11,320.28				\$ 23,637.28											
Outstanding Invoices	\$ 1,423.40		\$ -	\$ 4,992.90		\$ 8,645.55							\$ 8,831.80											
Uniform Shop Total Balance	\$ 10,363.63		\$ 14,825.63	\$ 11,102.73		\$ 7,108.18		\$ 4,375.28	\$ 11,320.28				\$ 14,805.48											
P&C Contributions																								
Stock Value - Cost	\$ 33,500.00		TBC	\$ 31,541.00		TBC			Pending S/T	Pending S/T			\$ 40,028.00											
Stock Value - Retail	\$ 46,980.00		TBC	\$ 44,180.00		TBC			Pending S/T	Pending S/T			\$ 55,450.00											