WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS AND CITIZEN'S ASSOCIATION INC
2022 AGM Minutes

AGM Minutes
Tuesday February 8th 2022
7.00pm
Via ZOOM

1. **Open and Welcome** President
2. **Attendance:**
   Executive committee:
   Kitty Prodonovich (President), Tina Van Maanen (Vice President), Alice Mrazek-Scriven (Treasurer), Alana Sizer (Secretary)
   School/Public:
   Anne Christodulou (Principal), Leigh McCarthy, Chris Froggatt, Katie Doyle, Matt Turnball, Tracey Nichols, Chris Thompson, Rebecca Mountain, Michael Hanes,
   Clare Sigrist, Brooke Wilson, Brooke Greene, Janelle Klymovich, Julie Gibson, Anastassia Tchernova, Katy Brooks, Nadia Hamdy, Roxanne Pappas, Kate Bischof.
   Apologies:
   James Baker, George Tolev, Ciskia Sie
3. **Minutes** President
   No minutes to confirm as the November 30th 2021 minutes will be confirmed during the 1st regular P&C Meeting which will be held on Tuesday February 22nd 2022.
4. **Reports**
   3.1 2021 P&C Report Kitty Prodonovich President
   2021 was a fantastic year for the P&C, with a high level of engagement from our whole school community, brilliant contributions from all committee members, a lot of new people helping and contributing in a variety of ways, and very positive outcomes. After not being able to hold many events or activities in 2020, we certainly delivered in spades in 2021 with lots of fundraising events and also genuine opportunities for our whole community to connect.
   With our two major funding focuses being bike infrastructure and Your Move support and continuing with the classroom upgrades, we are proud that we were able to fund and complete these along with other worthy projects throughout the year.
   At the start of 2021 WDPS began its involvement with the Your Move Program with incredible results. Aimed at encouraging active ways to travel to and from school, improve bike skills and confidence, reduce traffic congestion around the school and reduce the impact on the environment, our school achieved great success in just one school year. This is a collaborative program driven by the school, the students and the WD-40s (dads' group) and **Chris Thomson.** Thank you to **Matt Turnbull** and **Chris Thomson** for all you have done as parent volunteers to grow and develop this Program. The P&C also supported Your Move by providing funding for new bike racks. Funding bike infrastructure and Your Move programs will continue to be a focus in 2022. If you would like to find out about everything that was achieved in 2021 read here https://www.yourmove.org.au/wembley-downs-primary-school/
   We were also able to contribute $16,000 to continue with our Classroom Upgrades, funding additional furniture and equipment for three more classrooms. The school also contributed $8,000 to these upgrades. We only have three more rooms to complete which we aim to finish in the first half of 2022.

Other projects and activities we funded in 2021 included the school faction banners, new library furniture, computer leases, new decodable books, contributing to the Year 6 drama production, PE Storage Room lighting, contributing to the year 6 graduation activities, contributing to the costs of the Christmas concert and some new Lego for the parent run Lego Club. In total the P&C contributed over $50,0000 towards these projects and activities, which we are incredibly proud of.

We also continued to provide plenty of opportunities for families and our kids to engage and connect with each other including our Community Mixer, Grown Ups Get Together, the legendary Big 80's Bash and the awesome Colour Run. We look forward to providing more of these opportunities in 2022 and thank everyone who supported them so enthusiastically.

Implementing year group and class room rosters for both the canteen and the regular fundraising events worked extremely well and was embraced by all. It saw a huge number of new people contributing and being involved in a variety of ways, helped share the load and is something we will continue in 2022.

In June we were informed that our application for a Manned Children's Crossing for Hale Road was successful. This is a fantastic result and will make an enormous difference to all families who live South of Hale Road as well as to students from five other schools who cross Hale Road to access the bus stops. This is a great achievement by the P&C and will compliment the Your Move Program and its objectives perfectly. We expect the manned crossing to be in place in the first half of 2022.

2020 was also another year of strong Governance for your P&C. We continued our membership with WACSSO, our governing body to ensure we are up to date and well informed on all aspects of running an effective P&C with strong Governance framework in place.

We migrated from TidyHq to Office 365 for our communication and information storage and thank **Michael Hanes** for his IT expertise, research, guidance and hard work in getting this done. Office 365 ensures all P&C information is stored in a central location for all committee members to access and is a great resource, as well as being free of charge and a format that more people are familiar and comfortable with. It also means that all P&C information, documents and records are in a central online location that everyone can access, making committee member change overs very easy.

All of our subcommittees had a great year and worked very hard to deliver services and activities to support our whole community:

Uniform Sub Committee Janelle Klymovich Co-Convenor

The Uniform Committee had another busy year with over 600 orders. Online sales remained high with over 80% placed online. The Uniform Shop opened the first Friday of the month as well as busy times during the year. Consistent with previous years, the busiest times of the year were at the start and end of the school year.

The school board approved the addition of Year 6 class list names, being first name and surname initial, on the back of the Leavers Polos. The shirts look amazing! This decision was also well received by families and is a lovely keepsake for years to come.

We did experience some stock delays, particularly towards the end of the year which was a result of COVID. This was despite pre-empting this might happen and ordering well in advance. We also engaged a new supplier this year, 3LR Promotions. They have been extremely helpful and overly accommodating and we hope to engage them more in 2022.

In 2022 the Uniform Shop will transition into a 'cashless' shop with the introduction of a Square reader for tap & go payments. This was trialled in Term 4 and was very successful.

A big thank you to Principal **Anne Christodulou**, WDPS staff, Treasurer **Tracey Nichols** and Volunteer **Sarah Brown** for all their help. It's been very much appreciated. Also massive thanks to outgoing Co-Convenor **Clare Sigrist** who has spent the past 4 years volunteering at the Uniform Shop, and the last 2 years as Co-convenor. This is an incredible effort so thank you.

Canteen Sub Committee Rox Pappas Co-Convenor

Our canteen, The Kooka Café had yet another successful year in 2021, feeding our school cohort with delicious 'green light' snacks and meals, as well as being a warm place of community for all volunteers in which old faces met new faces and connections were created and strengthen.

As you well know the P&C and its sub-committees rely on volunteers to assist with its operations and after a very poor showing in 2020, 2021 saw the introduction of class based rostering for canteen volunteers which was highly successful, and we look for to that continued success in 2022.

The canteen once again was able to cater for some school events including One Big Voice, a Year 6 Drama Event & the Athletics Faction Carnival.

Based on our previous success we were able to fund and upgrade some of our equipment for 2022 including a new tablet that will see the canteen now be able to take EFTPOS over the counter, no more raiding the wallet for small change!

Finally, our canteen would not be the fabulous place it is without our manager, the amazing & generous **Ciskia Sie,** and also **Rebecca Mountain** who volunteers every day the canteen is operating. A big thanks to, who like me is stepping down from her P&C role after some 6 years, our Treasurer **Alice Mrazek-Scriven.** Thank you so much to all the volunteers who have rolled their sleeves up to make pikelets, pizza toast, sandwiches, sausage rolls, picnic box's, the list goes on! It is greatly appreciated by us all, especially the students.

Thank you to **Michael Hanes** and **Rebecca Mountain** for taking on the role of Co-Convenors, I leave my role as Convenor in great hands. All the best, Rox.

Events and Fundraising Sub Committee Brooke Wilson and Leigh McCarthy Co-coordinators

2021 proved to be a busy and successful year for fundraising and events. We were lucky enough to be able to hold all of our planned events and fundraising activities this year. We would like to thank the entire school community for getting involved in 2021. We trialled a new system where we allocated certain events to a particular year group, and this proved to be successful and made asking for volunteers a bit easier and meant that we had a wider range of volunteers throughout the year. We will continue to use this system again in 2022.

Our 80s Quiz night and the Colour Run proved to be the most popular and also raised the most money out of all of our events. A special shout out goes to the group of volunteers from Year 2 and Year 4 respectively for helping these two events run so smoothly. Another huge shout out to the local businesses and school community for all of the very generous donations we received for the quiz night and silent auction. Truly amazing! Our welcome back Picnic held in Term 1 was also very popular. Thanks to the talented **Ben Davis** for entertaining us throughout the afternoon. The Parents Get Together held at our favourite hangout, General Public, was also a huge success. Thanks to the very generous **Sarah and Evan Hewitt** for continuing to support our school events on many occasions this year.

Our Mother's Day and Father's Day stalls were once again extremely popular. A special thanks to **Tam Bourne** for coordinating and running these two stalls and the Year 6 councillors for helping to sell the items. We had another fabulous response to our melamine plates fundraiser this year, along with our Easter and Christmas raffles (thanks to the Year 6 and Year 5 parents who organised these). We were blown away with the amount of donations received. The Election Day Stalls were also a huge success. The sausage sizzle, book stall and cake stall made for a fantastic community atmosphere on the day, whilst raising important funds. Our faction Carnival Cake stall was a huge hit, even a rain delay couldn't hold us back. Thank you to everyone who baked and sold cakes. We held a cake stall at the Christmas concert, but it wasn't as successful as the other cake stalls. We may try something different at this event in 2022. The Fairy Floss and Tombola jars were also extremely successful, and it was great for WDPS to be involved in the Wembley Downs District Fair. We have continued to sell copies of the Entertainment book this year too and we were a registered deposit location for Containers 4 Change and will continue both of these in 2022.

Next year, we are looking at holding a few different events and fundraising activities such as a kid's disco and a wine and mango drive.

To the parents, grandparents & carers who made things happen by baking, making or buying, selling, cooking or setting up we thank you for your continued support and we appreciate all that you do.

The Fathering Project (WD-40's) Sub Committee *Matt Turnbull Co-Convenor*

The WD40's had a huge focus and success with the introduction of the Your Move transport program, with dad's and kids bike riding activities and education through the amazing coordination of **Chris Thompson**. It was a huge success and resulted in part with the school nearing the top of the Your Move school ladder. Through the combination of P&C funding and Your Move funding grants, significant new bike infrastructure was established across the school and the majority of kids were engaged with the bike programs **Chris** ran.

The Dads group also held the bi-annual sleep out on the school oval. The event was a big success with around 100 parents and kids coming along to watch an outdoor movie and sleep out under the stars. The sleep out was able to raise $100 for the P&C. In addition, there were several dads only events that were well attended.

After establishing the WD40s in 2019, after 3 years Matt will be vacating the Dad's leadership role in 2022.

We are proud to report that we have a very strong and collaborative relationship with the school staff and administrators, and their support of our P&C has been very much appreciated and has made a big impact into what we have been able to achieve. It has been lovely getting to know **Anne Christodulou,** our Principal who commenced at the start of 2021. Anne's communication is first class, and her support, guidance and genuine enthusiasm of our P&C has been fantastic. Thank you, **Anne**. A big thank you to **Michelle Leeming, George Tolev and James Baker** for their active contributions and also to **Kerry, Vicki** and **Catherine** for always helping us out. In 2021 we celebrated 20 years of service to WDPS by the amazing **Kerry Blechynden** – thank you **Kerry**, you are always so helpful and supportive of our P&C and do a great deal for us.
To our amazing committee. Each and every person has contributed strongly and made a big difference. We truly are a P&C that likes to get things done whilst making it enjoyable. Thank you to everyone for their contributions, time and generous spirit. A special thank you to our Sub-committee convenors and Co-ordinators – **Leigh McCarthy, Brooke Wilson, Janelle Klymovich, Clare Sigrist, Rox Papas, Bec Mountain** and **Matt Turnbull** for their dedication and tremendous work. They all just get it done! A very special thank you too, must go to our wise and calming Vice President **Tina Van Maanen**, our extremely hardworking Treasurer **Alice Mrazek- Scriven** and our very efficient and always positive Secretary **Alana Sizer.** All three fab women did a brilliant job, were very supportive and kept everything running smoothly and effectively.

We have a few people "retiring" from their roles on the P&C after many years of service and we would like to take this opportunity to say thank you, thank you, thank you. **Tina Van Maanen, Alice Mrazek-Scriven, Rox Pappas, Alana Sizer, Janelle Klymovich, Clare Sigirst and Matt Turnbull** – you have all been so generous in your time, efforts and contributions and have made a genuine positive difference for our kids and the whole community. In particular to **Alice** and **Rox** who have served for over six years – thank you - your contributions have been outstanding.

Finally, we thank everyone who has supported the P&C throughout 2021 and look forward to a strong year of achievement, activities, engagement and connection in 2022
Kitty Prodonovich
President
AGM 2022

3.2 Presentation of the 2021 Financial Reports Treasurer Alice Mrazek-Scriven

- Presented signed solvency declaration
  Moved: Roxanne Pappas Seconded: Alana Sizer
- Presented all financial reports – Main P&C, Canteen and Uniform (Starting on Pg. 9)
- Presented Reviewed 2020 Financials (attached as a separate document)

3.3 2020 Principal's Report Anne Christodulou Principal

It is with great pleasure that I present to you the 2021 Principal's Report for Wembley Downs Primary School (WDPS). This report provides an opportunity to reflect and celebrate the achievements of our school over the past year.

I would like to thank the school community members for such a warm welcome. I have thoroughly enjoyed my first year as Principal and working with the staff, students, parents and wider community.

I would also like to thank our School Board and in particular our School Board Chair, Mrs Belinda Kuster and P&C President, Ms Kitty Prodonovich as well as all the P&C Executives and volunteers, who work tirelessly to make our school the best place it can be.

Throughout the year, I have consulted staff, parents and students. In Term 1, I met with all staff members and conducted Two Stars and a Wish Meetings- I collated and analysed this quantitative data and highlighted my key areas to focus on from the School Improvement and Accountability Framework areas were Relationships and Leadership. Our Leadership Team, facilitated K-2, 3-4, 5-6 Parent Forums where I asked the parents to provide feedback in the format of What's Working Well and Even Better If. Overall, the parents were very happy with the school and the improved communication and key areas to investigate, and review were the Homework Policy, mathematics and year level excursions. At every opportunity, I seek feedback from students and one particular area that required enhancement was our Student Leader's process. Once this process is complete I will attain more feedback from our Year 5 and Year 6 students.

In the July School Holidays, there was a severe storm and the school was flooded. This was an opportunity for all of us to grow together as a staff. Another positive outcome is that we have has some building and ground upgrades, in the Undercroft Buildings, Rooms 1, 3, 4, the Staffroom, Library, Science/Art as well as the Music Rooms. The Department of Education, in conjunction with the City of Stirling, has procured a Parking Feasibility Study and we are awaiting the results of this. Your Move has been a massive community project and we have had successful results in this area, complemented by our Bicycle Education program. We have also purchased new signage to assist visitors and new families in our school community.

It should be acknowledged that despite the challenges that COVID-19 brought to us, we should be very proud of our staff, students, families and school community for coming together during these difficult times. NAPLAN (National Assessment Program in Literacy and Numeracy) was undertaken, highlighting that this assessment and data plays a significant role in our self-review cycle.

I would like to take this opportunity to thank Mrs Michelle Leeming for her service to the education of students in Western Australian public schools. During her 41 year career, she has been a leader at our school for the past four years. She has also contributed to our system level and had an impact on public education in her role as Curriculum Consultant with the Department of Education. She has also been a valued member of the West Coast Collegiate group and has been a dedicated professional who looked to build her learning at every opportunity. Michelle has

been collaborative and supportive of all the people in her group. I thank Michelle for her contribution as Principal in Term 4 last year as she did a marvellous job, leading the school and there was a great deal of positive feedback, from staff, students and parents. During this time Michelle led the development of our school Business Plan and Operational Plans working very closely with our staff and School Board. In her time, Michelle has contributed to building the reputation of the school through your high-level event planning. A highlight being our school ANZAC Service this year and the coordination of the Year 6 Drama Production. Her Early Childhood and literacy knowledge are second to none and she has empowered our staff to develop in these areas. Michelle, you have made a significant contribution to public education and I offer my best wishes for your long service leave and retirement.

I would also like to welcome Mr James Baker to our school who has won the position of substantive Deputy Principal in the last term of 2021. His expertise is in literacy and school improvement and accountability as well as pastoral care.

The 2021 school year has reaffirmed that we are aspiring in so many different areas. This will become evident as you read through this report.

Anne Christodulou

Principal
January 2022

5. **Elections** (nominations to be taken from the floor during the meeting)

4.1 **Office Bearers**

President:	No nominees, to be held over to Feb 22 meeting
Vice President:	No Nominees, to be held over to Feb 22 meeting
Treasurer:	Michael Hanes
Secretary:	Julie Gibson

4.2 **Executive Committee Members** (no less than three positions held, please note that each sub-committee must contain a member of the executive, which includes office bearers)

Executive Member 1	To be held over to Feb 22 meeting
Executive Member 2	To be held over to Feb 22 meeting
Executive Member 3	To be held over to Feb 22 meeting

(to be confirmed once we have a President and Vice president)

4.3 **Sub- Committees**

<u>Canteen Sub Committee</u>

Co-Convenor:	Rebecca Mountain
Co-Convenor:	Not Filled
Canteen Treasurer:	Michael Hanes

<u>Events and Fundraising</u>

Co-Coordinator:	Brooke Wilson
Co-Coordinator:	Leigh McCarthy

<u>Uniform Shop</u>

Convener:	Ananstassia Techernova
Member:	Kelly Burns (Online sales)

Uniform Shop Treasurer: Tracey Nichols
Fathering Project
Coordinator: Chris Froggatt

4.4 **School Board Representative** Anne Christodulou

All above positions have been moved by Tina Van Maanen and seconded by Roxanne Pappas, carries unanimously.

6. Committee Roles (no voting required, looking for committee Members to take these roles on)

5.1 Governance & WACSSO representative Vice President (tbc)

Ensures the committee are adhering to correct governance. Attend or appoint a delegate to attend the 2022 WACSSO conference, distribute WACSSO information to committee, source WACSSO training opportunities

5.2 Funding & Grants Co-ordinator/s: Brooke Greene

Research and apply for funding and grants on behalf of the P&C relevant to agreed projects or activities.

5.3 Workshop and Parent Info event Co-ordinator To be called for at 1st meeting

Researching topics and sourcing presenters for information workshops put on by the P&C.

5.4 IT & Communications: Michael Hanes

Assist with ongoing IT and communication needs, including managing the Tidy HQ platform and content.

5.5 General Committee Members

Member 1:
Member 2
Member 3
Member 4
Member 5
Member 6
Member 7
Member 8
Member 9
Member 10
Member 11
Member 12
Member 13
Member 14
(to be confirmed at first in person meeting of 2022 – February 22nd)

7. Appointments

7.1 Appointment of Reviewer for the 2021 Financial Statements to be completed by May 31st 2022. To be confirmed at Feb 22nd meeting

7.2 Confirmation of all signatories from the P&C Committee:
Main account: President, Treasurer, Kerry Blechynden
Canteen: Treasurer, Canteen Convenor, President
Uniform account- Uniform Treasurer, Treasurer, President

7.3 Appointment of additional signatory: Kerry Blechynden, Manager of Corporate Services at WDPS

8. General Business

8.1 Confirm the current terms of reference for each sub-committee. (P16 to 21)
Moved by Kitty Prodonovich, seconded by Alana Sizer.

8.2 Confirm the current P&C Meeting Code of Conduct (Page 22)
Moved by Kitty Prodonovich, seconded by Leigh McCarthy.

8.3 Any AGM general business from the room

9. Meeting Close 8:10pm

First General P&C Meeting for 2022
Tuesday February 22nd
5.30pm
At the park opposite the school carpark

2021 AGM Financial Reports

WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS & CITIZENS ASSOCIATION (INC)

BALANCE SHEET AS AT 31 DECEMBER 2021

	Main 2021	Canteen 2021	Uniform 2021
ACCUMULATED FUNDS			
Balance sheet brought forward	10,460.00	10,228.34	60,838.53
Surplus/(deficit) for the year	19,147.20		
	29,607.20	10,228.34	60,838.53
Represented by:			
CURRENT ASSETS			
Cash at bank			
- Current account	19,592.26	12,629.73	23,786.92
- Everyday Mastercard	758.80	518.23	
- Uniform Stock			43,251.63
- Uniform Petty Cash			136.50
Total assets	20,351.06	13,147.96	67,175.05
CURRENT LIABILITIES			
Current liabilities	0.00	0.00	0.00
- Accounts Payable	0.00	0.00	0.00
Net current assets	20,351.06	13,147.96	67,175.05

Solvency statement needs to be scanned here

WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS & CITIZENS ASSOCIATION (INC)

STATEMENT OF INCOME & EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2021

	2021
INCOME	
Donations	$ 1,141.00
Fund raising	$ 44,813.98
Election Day	$ 3,307.20
Entertainment Book	$ 476.00
Easter Raffle & Sausage Sizzle	$ 1,288.10
Melamine Plates	$ 969.50
Father's Day Stall	$ 3,189.00
Mother's Day Stall	$ 3,779.40
Sports - Faction Carnival	$ 1,209.10
Quiz Night	$ 17,546.12
Colour Run	$ 10,189.64
Lulta Street Fair	$ 1,607.52
Christmas Cake Stall & Raffle	$ 920.30
Container Recycling	$ 332.10
P&C Contributions	$ 28,739.40
Uniform Shop	$ 37,686.52
Canteen	$ 55,069.78
Total Income	**$ 167,450.68**
EXPENSES	
School Expenditure	
Classroom Upgrades	$ 16,000.00
Drama Production	$ 3,000.00
Bicycle Project	$ 7,666.00
Banners	$ 831.60
Volunteer Vests	$ 395.00
Leases	$ 11,000.00
Prizes - Sports Awawrd	$ 100.00
Colour Run	$ 1,263.10
Mothers/Fathers Day Costs	$ 2,292.23
Election Day Costs	$ 535.57
Y6 Graduation	$ 2,000.00
Luita Street Fair	$ 375.00
Quiz Night	$ 8,065.20
IKEA Shelving - uniform shop	$ 793.00
PE Storage	$ 1,500.00
Library displays	$ 4,022.00
Lego	$ 500.00
Nature Play	$ 651.20
Tidy HQ	-$ 69.27
Gifts - Leeming & Blechynden	$ 372.45
WACSSO affiliation fees	$ 1,169.37
Sundries	$ -
Uniform Shop	$ 34,941.35
Canteen	$ 50,899.68
Total Expenses	**$ 148,303.48**
(Deficit)/surplus for the year	**$ 19,147.20**

WEMBLEY DOWNS PRIMARY SCHOOL PARENTS AND CITIZEN'S ASSOCIATION INC 2022 AGM Minutes

Wembley Downs Primary School P&C
Treasurer's Report
31 Dec 2021

	Cheque #	Date	Income	Expenses	Cheque A/C Balance	
Opening Balance for 2021 - Bank statement		31/12/2020			4,974.23	
WA Return Recycling		13/01/2021	4.80			
WA Return Recycling		13/01/2021	0.90			
			5.70		4,979.93	Rec to Jan 31 balance
Uniform Shop repay from 2020		18/01/2021	6112.70			
			6112.70		11,092.63	Rec to Feb 28 balance
ABBY - Subs		11/02/2021	20.00			
Bakers Delight Woodlands - Buns	867	15/02/2021		(161.00)		
Election		16/02/2021	1207.20			
The Downs IGA - Sausages	868	18/02/2021		(282.57)		
Easter Raffle #1		25/02/2021	400.00			
			1627.20	(443.57)	14,276.19	Rec to Mar 31 balance
Easter Raffle #2		1/04/2021	809.00			
Smart Gift Ideas - Mothers Day	869	14/04/2021		(448.00)		
Glass City - Container Refunder		22/04/2021	70.40			
School Gifts - Mothers Day	870	22/04/2021		(470.70)		
			879.40	(918.70)	14,237.89	Rec to Apr 30 balance
Sausage Sizzle		10/05/2021	279.10			
Mother's Day Stall		10/05/2021	1519.40			
WA Return Recycling		11/05/2021	70.20			
WA Return Recycling		11/05/2021	18.00			
P&C Contributions		17/05/2021	27000.00			
FC Australia - Salinda's		24/05/2021		(231.60)		
			30886.68	(231.60)	44,892.14	Rec to May 31 balance
Melamine Plates deposits (15x20) 09/06/21-21/06/21		21/06/2021	990.00			
Newman Hire Deposit		21/06/2021		(550.00)		
WACSSO Membership		21/06/2021		(1,168.47)		
Brooke Reimburse		21/06/2021		(102.85)		
Melamine Plates deposits (20x20) 22/06/21-30/06/21		30/06/2021	1000.00			
			1470.00	(1,822.32)	43,759.82	Rec to June 30 balance
Melamine Plates deposits (70x20) 01/07/21-08/07/21		8/07/2021	1340.00			
Colour Run powder		8/07/2021		(765.30)		
Brooke Reimburse		8/07/2021		(101.75)		
Quizmaster deposit		8/07/2021		(282.50)		
Melamine Plates deposits (8x20) 05/07/21-17/07/21		27/07/2021	160.00			
Dogg Canteen Deposit - error		28/07/2021	8.00			
			1508.00	(1,149.75)	43,167.57	Rec to July 31 balance
Donation - Harman		9/08/2021	100.00			
WDPS Lease		9/08/2021		(11,000.00)		
Picture Products		9/08/2021		(3,117.50)		
Quiz Night hire balance		9/08/2021		(682.50)		
Bop it you drop		9/08/2021		(285.00)		
SLR Volunteer Vests		9/08/2021		(285.00)		
Quiz Night purchases - card topup		9/08/2021		(3,500.00)		
Donation - Vangelis, 20-20 Carpentry, Heritage B/bell, Sunset		10/08/2021	400.00			
Quiz Night Payments in		Various	4896.29			
Quiz Night Cash Deposit		17/08/2021	850.00			
Allison Vickness - Donation		17/08/2021	100.00			
Glass City - Container Refunder		23/08/2021	82.80			
WDPS Gifts as P&C Donate, G/F Fathers/Mothers Day $340 F/Fathers Day		23/08/2021	2388.40			
Fathers Day gift purchases		25/08/2021		(840.70)		
Newman Hire Balance		25/08/2021		(1,750.00)		
Quiz Night in Centre		25/08/2021		(785.00)		
Bike Upgrade Deposit		25/08/2021		(7,888.00)		
Transfer in Canteen Tx Sales net of EFT fees		25/08/2021	8243.30			

Wembley Downs Primary School P&C
Treasurer's Report
31 Dec 2021

	Cheque #	Date	Income	Expenses	Cheque A/C Balance	
Entertainment Book Commission		27/08/2021	294.00			
			14314.99	(30,219.70)	29,757.85	Rec to Aug 31 balance
My Cause - Donations		6/09/2021	459.42			
Fathers Day		7/09/2021	6189.00			
Faction Carnival		7/09/2021	1299.10			
Wine Quiz Night L McCarthy		8/09/2021	120.00			
Lexus Thomas Quiz Drinks		10/09/2021	40.00			
Western Kids Sponsor		10/09/2021	250.00			
Brooke Auction		16/09/2021	170.00			
Glass City		24/09/2021	20.96			
			9050.68	-	38,408.31	Rec to Sep 30 balance
My Cause - Donations		4/10/2021	9254.07			
Canteen Square - Quiz transfer		10/10/2021	4627.58			
WDPS Classrooms		10/10/2021		(16,000.00)		
Reimbursement - Tom Bourne Fathers Day expenses		10/10/2021		(434.85)		
Tilly HS refund		18/10/2021	89.17			
Meet Turnbull WDAD Donation - Sleepout		18/10/2021	100.00			
Entertainment Book Commission		18/10/2021	182.00			
			14273.82	(16,434.85)	36,246.84	Rec to Oct 31 balance
Square Revenue - Lulla Street Fair		1/11/2021	75.51			
My Cause - Donations		2/11/2021	195.17			
Fairy Floss - Lulla Street Fair		2/11/2021	1322.00			
Reimbursement - Belinda Jacklyn		3/11/2021		(1,019.20)		
WDPS - Funding		3/11/2021		(8,922.00)		
Payment of Fairy Floss machine hire		3/11/2021		(275.00)		
Debit Mastercard Topup		3/11/2021		(500.00)		
			1842.69	(10,496.20)	24,692.33	Rec to Nov 30 balance
WDPS - Concert, Y8 Graduation, Sports Award		3/12/2021		(3,100.00)		
Main Act - Everyday Mastercard Topup		3/12/2021		(1,500.00)		
Michelle Leehing - Flowers		3/12/2021		(149.95)		
Plaque for NaturePlay		3/12/2021		(182.00)		
Glass City		10/12/2021	76.08			
Deposit - Raffle		21/12/2021	509.10			
Deposit - Cake Stall		21/12/2021	411.10			
Donation - Clir Proud		21/12/2021	100.00			
Spare Coin - Donation		21/12/2021	8.00			
General Public Donation		21/12/2021	815.00			
Reimburse KP - Gift for Kerry - 10yr Service to School & P&C		21/12/2021		(102.50)		
			2919.28	(7,034.45)	19,582.20	Rec to Dec 31 balance

Debit Mastercard balance 31/12/21 $750.00

Estimated deposits still to come in	
P&C Contributions - estimate	+0

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	$ 3,229.02	$ 5,813.40	$ 6,089.66	$ 3,418.10	$ 6,174.76	$ 6,380.25	$ 2,533.30	$ 6,078.10	$ 4,994.49	**$ 55,069.78**
Expenses												
Supplies	$ 2,835.35	$ 3,383.90	$ 4,129.77	$ 1,818.94	$ 1,934.05	$ 6,667.11	$ 2,783.97	$ 4,425.54	$ 1,976.49	$ 4,112.08	$ 1,692.11	**$ 35,759.31**
Wages			$ 2,282.50		$ 3,300.00			$ 2,996.00			$ 3,766.00	**$ 12,344.50**
Superannuation			$ 216.84		$ 303.05			$ 299.60			$ 287.00	**$ 1,106.49**
Insurance									$ 435.00			**$ 435.00**
Stationery												**$ -**
School24 Fees	$ 71.36	$ 112.84	$ 69.58	$ 159.77	$ 114.71	$ 48.54	$ 182.21	$ 136.62	$ 54.05	$ 123.67	$ 181.03	**$ 1,254.38**
Repairs and Maintenance												**$ -**
Kitchen Hardware												**$ -**
Total Expenses	**$ 2,906.71**	**$ 3,496.74**	**$ 6,698.69**	**$ 1,978.71**	**$ 5,651.81**	**$ 6,715.65**	**$ 2,966.18**	**$ 7,857.76**	**$ 2,465.54**	**$ 4,235.75**	**$ 5,926.14**	**$ 50,899.68**
Profit/Loss	**$ 645.79**	**$ 3,308.46**	**-$ 3,469.67**	**$ 3,834.69**	**$ 437.85**	**-$ 3,297.55**	**$ 3,208.58**	**-$ 1,477.51**	**$ 67.76**	**$ 1,842.35**	**$ 931.65**	**$ 4,170.10**

Notes: No transactions between 30/12/20 and 11/02/21

A/P @ 31/12/21					
Brownes	$ -				
WA School Canteen Suppliers	$ -			chq	
Froyo	$ -				
Streets	$ -				
	$ -				
Parent Balance 31/12/21	$ 2,413.90				
Bank Balance 31/12/21	$ 12,629.73	o/s cash deposits -	o/s cheques	$ -	$ -
Everyday M/card Balance 31/12/21	$ 518.23	+			
	$ 13,147.96				
	$ -	less cheques o/s			
	$ 13,147.96	**True Bal**			

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	$2,396.00	$50.00	$835.00	$115.00	$140.00	$340.00	$110.00	$35.00	$115.00	$75.00	$45.00	$110.00	$426.00
	EFT Sales	$5,594.50	$1,860.50	$463.00	$375.00	$220.00	$75.00	$395.00	$255.00	$435.00	$570.00	$65.00	$508.00	$375.00
	Square sales	$970.00												$970.00
	Schools24 deposits	$30,396.00	$5,320.00	$165.00	$4,630.00		$3,220.00	$3,030.00	$2,135.00	$3,260.00	$2,315.00	$500.00	$1,375.00	$4,346.00
	Refunds	-$426.50		-$236.50			-$125.00						-$25.00	-$40.00
Income Total		**$38,830.00**	**$7,230.50**	**$1,463.00**	**$4,883.50**	**$360.00**	**$3,510.00**	**$3,535.00**	**$2,425.00**	**$3,810.00**	**$2,960.00**	**$565.00**	**$1,966.00**	**$6,077.00**
Expenses	Suppliers	-$40,418.15		-$10,286.65		-$7,093.71		-$7,617.50			-$2,557.50	-$558.80		-$12,303.96
	Admin expenses	-$148.47		-$96.66				-$18.00						-$34.81
	Other	-$1,103.48						-$1,085.00						-$18.48
Expenses Total		**-$41,670.11**	**$0.00**	**-$10,382.31**	**$0.00**	**-$7,093.71**	**$0.00**	**-$8,720.50**	**$0.00**	**$0.00**	**-$2,557.50**	**-$558.80**	**$0.00**	**-$12,357.25**
Net Income		**-$2,840.11**	$7,230.50	**-$8,919.31**	$4,883.50	**-$6,733.71**	$3,510.00	**-$5,185.50**	$2,425.00	$3,810.00	$402.50	$6.20	$1,966.00	**-$6,280.25**
		Incorrect transfer	175.5	54			June Other = Netball Uniform Transfer			Staff - $150	Staff $288			

Current known Future Income and Expenses

Income	
Schools 24 Income - December	$4,256.00
	$4,256.00
Expenses	
Outstanding payments	
Known future payments not yet due	
	$0.00
TOTAL	$4,256.00

Bank Reconciliation

Bank Balance @	29/11/2021	$29,903.17
Income as per bank statement		$4,721.00
Net Square Sales		$951.50
Cash Deposit		$550.00
Expenses		-$12,338.77
Bank Balance @	31/12/2021	$23,785.92

WDPS Uniform Shop 2020 Profit and Loss Statement
Cash Basis

		2021	2020
Income			
	Cash Sales	$2,341.00	$6,746.00
	EFT Sales	$5,594.50	$5,532.00
	Square Sales	$851.50	
	School24 Deposits	$30,298.00	$23,569.18
	Refunds	-$411.50	-$557.00
	Other (Netball)	-$1,295.00	
Income Total		**$37,696.52**	**$35,490.18**
Expenses			
	Cost of Goods Sold	-$32,494.35	-$23,994.31
	Admin Expenses	-$146.47	-$32.53
	Stock Write off/gifted	-$600.05	
	Stock unaccounted for write off	-$1,570.47	
Total Expenses		**-$34,811.35**	**-$24,026.84**
Net Income		**$2,745.17**	**$11,433.34**

Balance Sheet 2021

Assets @ 31/12/2020	
Cash at Bank	$23,799.92
Petty Cash	$135.50
Stock on Hand	$42,475.91
Stock Try Ons	$775.72
Total Assets	$67,175.05
Liabilities	$0.00
Net Balance	**$67,175.05**

Cost of Goods Sold

Opening Stock	$41,324.96
Suppliers Paid 2021	$42,419.16
Suppliers attributed prior year COGS	-$7,382.85
Closing Stock	$42,475.91
Cost of Goods Sold	$32,494.35

Bank Reconciliation

Bank Balance @	31/01/2021	$32,077.73
Income as per Bank Statement		$35,992.52
Cash Sales Deposits		$2,595.00
Refunds		-$411.50
Expenses		-$40,566.63
Transfers		-$7,207.70
Staff Transfers		$430.00
Bank Balance @ 31/12/2021		$23,799.92
Balance on bank statement		$23,799.92
Difference		$0.00

Petty Cash Reconciliation

Balance @ 31/01	$370.50
Cash Sales	$2,396.00
Total Deposits	-$2,595.00
Cash Refunds	-$65.00
Admin Expenses	$0.00
Calculated Petty	$135.50
Balance @ 31/12	$135.50
Difference	$0.00

Wembley Downs Primary School Parents & Citizens' Association Inc
Canteen Sub-Committee
Terms of Reference

1.0 NAME:

1.1 The Sub-committee shall be called the Wembley Downs Primary School P&C Association Canteen Sub-committee.

2.0 COMPOSITION:

2.1 (a) Not more than five (5) members, one of whom shall be a member of the P&C Executive Committee. It is preferred than the Canteen Sub-Committee Convener (Chair) is the allocated member of P&C Executive Committee, however this is not compulsory.

(b) The President of the P&C shall be ex-officio a member.

(c) Canteen employees may be included in the Sub-committee in a non-voting capacity only.

2.2 The members shall be elected each year by a General Meeting of the P&C Association by and from the financial and ex officio members of the P&C. In the event of a position becoming vacant on the Sub-committee an election may be held at a General Meeting of the P&C to fill the vacancy, if necessary.

2.3 The Sub-committee when formed shall elect from its members a Convener(or co-conveners) and a Treasurer or this can be done at the P&C AGM annually.

3.0 RESPONSIBILITIES:

Subject to direction of the P&C Association the Canteen Sub-committee shall be responsible for:

3.1 The financial and operational management of the canteen.

3.2 Establishing appropriate canteen policies and procedures they deem relevant and necessary.

3.3 Establishing nutritional guidelines in line with Department of Education policy.

3.4 Ensuring relevant legislation in relation to taxation, superannuation, health and safety are adhered to.

3.5 Acquiring all suitable stock and goods for sale in the canteen, fix and frequently review prices and menus, and the day to day operations of the canteen.

3.6 Acquiring and maintaining suitable equipment, managing the finances of the usual canteen operations, and ensuring all employee costs and financial obligations are accounted for.

3.7 Operating a bank account at a level sufficient for the trading capital requirements of the canteen.

3.8 Putting forward financial motions to the P&C Committee for any expenditure or expenses that are required outside of the regular canteen operations (new equipment, large scale maintenance, upgrades etc).

3.9 Recruiting volunteers as shall be considered necessary.

3.10 Advising the P&C Committee on staffing or other matters when necessary.

3.11 Providing a verbal or written report to all General Meetings of the P&C Association.

3.12 Establishing credit accounts with suppliers as required for the operation of the canteen.

3.13 Ensuring that Grievance/Dispute Resolution procedures for volunteers complies with the P&C Constitution Rule 28.0.

4.0 DUTIES OF CANTEEN SUB-COMMITTEE CONVENER:

4.1 The Canteen Sub-Committee is not required to have regular formal meetings. We acknowledge discussions regarding the activities and plans of the Canteen will occur informally during the operation of the canteen and around general school activities. Any decision made as a result of these discussions must be collective and have the approval of the Convener.

4.2 The Convener shall ensure that a written or verbal report of the activities of the canteen is presented to all General Meetings of the P&C Association (or Executive Committee). The report is to include a written financial report (provided by the Canteen sub-committee Treasurer), consisting of a statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statement/s and any recommendations requiring the attention of the P&C.

5.0 DUTIES OF THE CANTEEN SUB-COMMITTEE TREASURER:

5.1 The Treasurer shall keep such books of account related to canteen activities as shall be directed from time to time, by the P&C Association. The canteen treasurer is responsible to the P&C treasurer.

5.2 Arrange for paying of wages and deduction of taxation and superannuation etc.

5.3 Take out and keep current necessary insurance (e.g. Workcover and stock insurance).

5.4 A statement of receipts and expenditure, balance sheet and profit and loss must be prepared annually, and all books passed to the P&C Treasurer.

5.5 The Treasurer shall ensure that a written report including a statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statement/s is prepared and submitted for each General Meeting of the P&C Committee.

5.6 Make payments as necessary for the day to day running of the canteen as authorised by the canteen Sub-committee. Cheques can only be signed those signatories identified in the **P&C Association June 2019 Constitution** at Rule 17.6. All cheques must be signed by two approved persons. Associated documentation such as invoices etc should be attached to the cheque.

5.6 The Treasurer shall, after establishment of the reserve account and trading capital, transfer to the general fund of the P&C Association all surplus funds.

5.7 Ensure that all books of the Sub-committee are made available to the P&C Association Treasurer as required or requested.

6.0 MEETINGS:

6.1 The Canteen Sub-Committee is not required to have regular formal meetings. We acknowledge discussions regarding the activities and plans of the Canteen will occur informally during the operation of the canteen and around general school activities. Any decision made as a result of these discussions must be collective and have the approval of the Convener.

6.2 Any matter that the Canteen Sub-Committee deems necessary for a vote, should be brought to the P&C Committee as a motion for voting.

7.0 ALTERATIONS TO RULES:

7.1 All proposed amendments to these terms of reference must be approved by the General Meeting of the P&C Association.

NOTES:

1. It is not a requirement that the principal be a member of the Canteen Sub-committee. However, if the P&C Association wish the principal to be a member the principal can be either elected or ex officio.
2. The Treasurer of the P&C Association is the officer responsible for establishing the actual form of accounting used and is the officer ultimately responsible for all monies received or expended by the canteen.
3. The name of the bank account is to be Wembley Downs Primary School Parents & Citizens' Association (Canteen Sub-committee) Inc.
4. The canteen account is an account of the P&C therefore cheques must be signed by those persons identified in the P&C Constitution (June 2019) Rule 17.6 and cannot be amended. NO signatures should be placed on a cheque until details of the PAYEE and the AMOUNT have been entered.
5. Remember all funds in the Canteen Sub-committee account are the property of the P&C Association.
6. The canteen sub-committee is at all times responsible to the general meeting of the Wembley Downs Primary School P&C Association Inc.

Wembley Downs Primary School Parents & Citizens' Association Inc
Fundraising & Events Sub-Committee
Terms of Reference

1.0 NAME:

1.1 The Sub-committee shall be called the Wembley Downs Primary School P&C Association Fundraising & Events Sub-committee.

2.0 COMPOSITION:

2.1 (a) Not more than six (6) members, one of whom shall be a member of the P&C Executive Committee. It is preferred than the Fundraising & Events Sub-Committee Convener (Chair) is the allocated member of P&C Executive Committee, however this is not compulsory.

(b) The President of the P&C shall be ex-officio a member.

2.2 The members shall be elected each year by a General Meeting of the P&C Association by and from the financial and ex officio members of the P&C. In the event of a position becoming vacant on the Sub-committee an election may be held at a General Meeting of the P&C to fill the vacancy, if necessary.

2.3 The Sub-committee when formed shall elect from its members a Convener(or co-conveners) or this can be done at the P&C AGM annually.

3.0 RESPONSIBILITIES:

Subject to direction of the P&C Association the Fundraising & Events Sub-committee shall be responsible for:

3.1 The organising and carrying out of fundraising and community events approved by the P&C.

3.2 Recruiting volunteers to assist as needed.

3.3 Ensuring an approximate/proposed calendar of fundraising events for the following year is tabled at the first or last P&C Meeting of the year.

3.4 Providing relevant detail for each fundraising event to the P&C Committee (eg: activities

involved, how it will be run, forms needed, how monies will be dealt with etc)

3.5 Ensure that the process for collection of monies related to any fundraising or community is noted and endorsed by the P&C Committee.

3.6 The power to authorise expenditure of up to $1000 per school term on consumable items directly aligned with any activities planned by the sub-committee. Any additional expenditure will need to be brought to the P&C Committee by way of a financial motion for endorsement. Any monies expended prior to any event or activity by the sub committee or its members will be reimbursed by the P&C on proof of receipt.

3.7 Providing a written or verbal report of all Sub-committee activities to each General Meeting of the P&C Committee.

4.0 DUTIES OF FUNDRAISING & EVENTS SUB-COMMITTEE CONVENER:

4.1 The Fundraising & Events Sub-Committee is not required to have regular formal meetings. We acknowledge discussions regarding the activities and plans of the Fundraising & Events Sub-Committee will occur informally during the operation of the events and around general school activities. Any decision made as a result of these discussions must be collective and have the approval of the Convener.

4.2 The Convener shall ensure that a written or verbal report of the activities of the Fundraising and Events Sub-Committee is presented to all General Meetings of the P&C Association (or Executive Committee if specifically requested.

4.3 The convener shall ensure any monies expended by sub-committee members is reimbursed by the P&C on proof of receipt. The convener shall ensure receipts are obtained and forwarded to the P&C Treasurer for reimbursement.

5.0 MEETINGS:

5.1 The Fundraising & Events Sub-Committee is not required to have regular formal meetings. We acknowledge discussions regarding the activities and plans of the Fundraising & Events Sub-Committee will occur informally during the year and around general school activities. Any decision made as a result of these discussions must be collective and have the approval of the Convener.

6.2 Any matter that the Fundraising & Events Sub-Committee deems necessary for a vote, should be brought to the P&C Committee as a motion for voting.

7.0 ALTERATIONS TO RULES:

7.1 All proposed amendments to these terms of reference must be approved by the General Meeting of the P&C Association.

NOTES:

1. The Fundraising & Events sub-committee is at all times responsible to the general Meeting of the Wembley Downs Primary School P&C Association.

Wembley Downs Primary School Parents & Citizens' Association Inc
Uniform Sub-Committee
Terms of Reference

1.0 NAME:

1.1 The Sub-committee shall be called the Wembley Downs Primary School P&C Association Uniform Sub-committee.

2.0 COMPOSITION:

2.1 (a) Not more than five (5) members, one of whom shall be a member of the P&C Executive Committee. It is preferred than the Uniform Sub-Committee Convener

(Chair) is the allocated member of P&C Executive Committee, however this is not compulsory.

(b) The President of the P&C shall be ex-officio a member.

2.2 The members shall be elected each year by a General Meeting of the P&C Association by and from the financial and ex officio members of the P&C. In the event of a position becoming vacant on the Sub-committee an election may be held at a General Meeting of the P&C to fill the vacancy, if necessary.

2.3 The Sub-committee when formed shall elect from its members a Convener(or co-conveners) and a Treasurer or this can be done at the P&C AGM annually.

3.0 RESPONSIBILITIES:

Subject to direction of the P&C Association the Uniform Sub-committee shall be responsible for:

3.1 Deciding the basic policy/procedures in relation to:

- The selling of recommended new uniforms at a reasonable cost;
- The ordering and distribution of pre-ordered new uniforms;
- The purchasing and selling of second-hand uniforms.

3.2 Acquiring suitable shelf stock provided that the amount does not exceed the amount covered by the insurance policy or that which is reasonable for the annual operations.

3.3 Ensuring any additional expenses or expenditure beyond regular operating expenditure (eg: new equipment, larger than usual stock purchase etc) are brought by financial motion to the P&C Committee for endorsement prior to committing those additional funds.

3.4 Managing all regular operational and financial requirements and activities of running the uniform shop

3.5 Recruiting voluntary workers as shall be considered necessary

3.6 Maintaining a bank account in the name of Wembley Downs Primary School Parents and Citizens' Association Inc (Uniform Account) at a level sufficient for the trading capital requirements of the Uniform shop.

3.7 Establish and maintain a stock control system.

3.8 Carry out a stocktake of new and second-hand uniforms at the end of each year.

4.0 DUTIES OF UNIFORM SUB-COMMITTEE CONVENER:

4.1 The Uniform Sub-Committee is not required to have regular formal meetings. We acknowledge discussions regarding the activities and plans of the Uniform Sub-Committee will occur informally during the operation of the canteen and around general school activities. Any decision made as a result of these discussions must be collective and have the approval of the Convener.

4.2 The Convener shall ensure that a written or verbal report of the activities of the Uniform Sub-Committee is presented to all General Meetings of the P&C Association (or Executive Committee). The report to include a written financial report, consisting of a statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statement/s and any recommendations requiring the attention of the P&C.

5.0 DUTIES OF THE UNIFORM SUB-COMMITTEE TREASURER:

5.1 The Treasurer shall keep such books of account related to uniform shop activities as shall be directed from time to time, by the P&C Association. The uniform sub-committee treasurer is responsible to the P&C treasurer.

5.2 A statement of receipts and expenditure, balance sheet and profit and loss must be prepared annually, and all books passed to the P&C Treasurer.

5.3 The Treasurer shall ensure that a written financial report including a statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statement/s is prepared and submitted for each General Meeting of the P&C Committee.

5.4 Make payments as necessary for the day to day running of the canteen as authorised by the Uniform Sub-committee. Cheques can only be signed those signatories identified in the **P&C Association June 2019 Constitution** at Rule 17.6. All cheques must be signed by two approved persons. Associated documentation such as invoices etc should be attached to the cheque.

5.5 Ensure that all books of the Sub-committee are made available to the P&C Association Treasurer as required or requested.

6.0 MEETINGS:

6.1 The Uniform Sub-Committee is not required to have regular formal meetings. We acknowledge discussions regarding the activities and plans of the Uniform Sub-Committee will occur informally during the operation of the uniform shop and around general school activities. Any decision made as a result of these discussions must be collective and have the approval of the Convener.

6.2 Any matter that the Uniform Sub-Committee deems necessary for a vote, should be brought to the P&C Committee as a motion for voting.

7.0 ALTERATIONS TO RULES:

7.1 All proposed amendments to these terms of reference must be approved by the General Meeting of the P&C Association.

NOTES:

1. The Treasurer of the P&C Association is the officer responsible for establishing the actual form of accounting used and is the officer ultimately responsible for all monies received or expended by the uniform sub-committee.
2. The name of the bank account is to be Wembley Downs Primary School Parents & Citizens' Association (Uniform Sub-committee) Inc.
3. The uniform account is an account of the P&C therefore cheques must be signed by those persons identified in the P&C Constitution (June 2019) Rule 17.6 and cannot be amended. NO signatures should be placed on a cheque until details of the PAYEE and the AMOUNT have been entered.
4. Remember all funds in the Uniform Sub-committee account are the property of the P&C Association.
5. The uniform sub-committee is at all times responsible to the general meeting of the Wembley Downs Primary School P&C Association Inc.

P&C Meeting Code of Conduct

1 - Focussed

We are here to get things done.

2 - Respectful

We always respect each other and value everyone's opinions equally. We practice active listening, never interrupt and always give clear, constructive suggestions.

3 - Collective

All votes are equal, and it is the collective that makes the decisions. We all have an equal vote in the meeting. The sum of our votes determines whether a motion is successful or not.

4 - Big Picture

We have our eye on the broader view – what type of long-term positive impact can we deliver for the whole school community. We have a whole of school approach.

5 - Enjoyable

We enjoy our meetings. We bring a friendly and positive mindset to each meeting. We are welcoming, fun and inclusive.

6 - Grateful

We appreciate everyone's contribution and respect the right for people to say no. Everyone does what they can and everything that they do makes a difference and is important.

7 - Collaborative

We work in collaboration with each other as well as with the school staff & educators and the school board. We are part of the school community triangle that works in cohesion and supports each other.

8 - Prepared

We run efficient meetings, always follow our agenda and don't get side-tracked. We allow enough time for constructive discussions, without the meeting running too long. We have a start and end time for each meeting. We contribute reports and information in a timely manner when requested.