

## Bassendean Primary School P&C Association INC

### Minutes from General Meeting Tuesday October 22<sup>nd</sup> 2019

1. **Attendance:** Kristy Chester(KC) Kayla Dean (KD) Kim Veale (KV) Emily Rhodes (ER) Hannah Thomas (HT) Mia Mackay (MM) Lisa Maher (LM) Angela Gorey (AG) Jaye Crawford-Moore (JCM) Karen Ross (KR) Laura Simes (LS) Nikki Rodgers (NR) Ngaire Kasdorf (NK) Angela McElvaney (AM) Sarach McAullay (SM)
2. **Apologies:** Jacqueline Varris, Boyd Lakay, Damon Staples, Shona Lahey, Tracey Akbar
3. **Visitors:** Andrew Thomas (AT) Jenny Reid (JR)
4. **Call for amendments to Draft and Confidential Minutes of meeting held on July 30<sup>th</sup> 2019.** Nil amendments tabled
5. **Acceptance of Draft and Confidential Minutes July 30<sup>th</sup> with amendments. Carried**
6. **Business Arising**
  - 6.1 Fencing upgrade. Jacqueline Varris to provide quotes for fencing. P&C informed that the request for fencing funding is a matter for building works and maintenance. Item closed
  - 6.2 Community Gardens. Noni Jekabson involvement. Kim Veale reported Noni Jekabson will not be involved with community garden. For discussion later in meeting in other business.
7. **General Business**
  - 7.1 Propose that the P&C hire Kayla Dean in role of Canteen Manager effective 28/10/2019, please refer to the attachment A. **Carried**
  - 7.2 WASCA membership see attachment B. ER discussed attachment B. **Carried**
  - 7.3 Sunsmart Schools shade competition: plans/wishes for shade structure or habitats. ER is entering a competition for \$10,000 for shade sails for the school.
  - 7.4 P&C welcome pack for new families. ER proposing compiling a welcome pack for kindy parents and new families joining the school. Welcome pack would include promotion of P&C as well as other relevant information. **ER to forward copy of proposed welcome letter to NK.**
  - 7.5 Cadbury fundraising update. KR reported Cadbury fundraising has raised around \$500 - \$600 and was easy to organise. KR mentioned if any people are having difficulty selling their chocolates to contact her.
  - 7.6 Facebook business members. NR had a request for a business to join the P&C Facebook page. Discussion around parents with businesses advertising on FB page once per month.  
Proposal to allow parents of Bassendean Primary School children to advertise their business on P&C Facebook page once per month. **Carried**  
**NR to post on Facebook advising users of protocol.**

7.7 Southern Cross Bush Band Dec 17<sup>th</sup>. Lisa Maher has booked the Southern Cross Bush Band for the end of year event on Tuesday 17<sup>th</sup> December. Approval requested to pay invoice of \$700 for the band. **Carried**

Sub committee for Bush Band: Margo Ferguson-Hunt, Angela McElvaney, Karen Ross, Kayla Dean, Kim Veale, Mia Mackay, Laura Simes. **LM to organise planning meeting.**

7.8 EC outdoor learning area. Nikki Rodgers. John Cramer will be ordering the materials from Bunnings, requesting a grant from Bunnings, collecting the material and then cutting and preparing the materials prior to the next Busy Bee. He estimates that the prep work will take up to 6 days, he will charge us for 3 days and the remaining time will be free labour. Approval requested to pay John Cramer \$1,188 for 3 days work on receipt of his invoice. **Carried**

7.9 Coffee Machine. The coffee machine in the Canteen which was purchased by a previous P&C committee is not being used. Propose that the P&C sell the unused coffee machine and credit the funds back into the P&C account. **Sarah McAullay to sell machine and transfer funds to P&C** **Carried**

7.10 Year 6 Keyrings. Nikki Rodgers. The keyrings are a traditional gift for leaving students. NR has obtained a quote to purchase and engrave keyrings for this year group. Approval requested to allocate \$600 for keyrings. **Carried**

7.11 Graduation Gift. Nikki Rodgers. It is a tradition for the P&C to purchase a book voucher to go with the Excellence Award. Approval requested to pay invoice of \$50 for the voucher. **Carried**

7.12 Faction t-shirts. Nikki Rodgers. Propose that the Uniform Shop discontinue stocking and selling faction shirts all together, the benefits to the school and P&C being: By removing the option for a faction shirt most people will buy the new school shirt instead. It will provide a more unified look for our independent school, especially at inter-school excursions. It will reduce costs for parents as they can purchase faction shirts from Kmart, Big W and Target starting from \$3 for tshirts and \$8 for polo shirts. It will reduce outgoing costs for the P&C which can be directed elsewhere. Discussion had on pros and cons stocking factions shirts. Proposal made to stop purchasing additional stock but hold off on decision to phase out until 2020. **Carried**

7.13 Voluntary Contributions. NR discussed a P&C voluntary contribution of \$10, \$15 or \$20 to the school book list. This an option for parents that don't have time to volunteer or bake. This is an option to help meet the request for larger monetary donations from the school. NR has spoken to Champion and they are able to credit the funds directly to the P&C bank account so that there is a money trail and everything remains transparent. Discussion had on above information. Most agreed that \$10 per child was an acceptable

amount. Proposal made to include a \$10 voluntary contribution on Campion stationery asap.

**Carried**

## **8 Correspondence**

Term 3 P&C Voice newsletter, CBA certificate of appreciation to Kim Veale.

## **9 Reports**

**9.1 President's Report:** See attachment D

**9.2 Vice President's Report:** See attachment D

**9.3 Principal's Report:** See attachment D

**9.4 Treasurer:** See attachment D

**9.5 Fundraising** See attachment D

**9.6 Canteen co-ordinator:** Discussed in agenda

**9.7 Uniform shop:** No report received

**9.8 School Banking:** See attachment D

**9.9 School council representative:** No report received

**9.10 Book club:** No report received

**9.11 Fathering project:** No report received

## **10. Other business**

**10.1 Committee 2020:** The following positions will be available on the P&C in 2020. Fundraising Co-ordinator, Secretary, Vice President, Book Club co-ordinator, Fathering Project Co-ordinator. **NR to post mention positions available on Facebook.**

**10.2 Graduation 2019:** **NR to request grade 5 parents to help organise the morning tea.**

**10.3 Nature Play Area:** AT presented plans for the nature play area and discussed tree planting, disability access, options to progress and approximate costs. Discussion had around making the ELC a priority as funds had been raised for the play structure but not yet utilised.

Proposal made to make ELC focus for P&C funding and support.

**Carried**

**AT and JR to organise planning meeting with Jacqueline Varris**

**10.4 Community Garden:** AT discussed Damon Staples involvement and John Kramer meeting with the Men's Shed regarding works on the community garden. Men's Shed willing to fabricate the garden beds. JV or ER? applying for a waste wise grant for funding once plans are finalised. AT will be drawing up plans.

**11. Next Meeting:** December 3<sup>rd</sup> at 630 in the school library.

**12. Meeting closed: at 8:04pm**

**Attachment A:**

## CANTEEN MANAGER PROPOSAL

The canteen continues to be a successful service being run completely by volunteers. The recent success of providing lunches as a fundraiser has sparked interest from many about the possible option of our canteen having regular lunches helping to ease the stress of many families at our school. However, to ensure the success of expanding the hours and menu of the canteen we feel it would only be appropriate to hire someone to manage the majority of this role using volunteers to support with service and some preparation.

### Casual Employment

Monday: 8:00 am - 1:00 pm

Friday: 8:00am – 1:00pm

20 hours per fortnight (may also include some hours outside of this that may be considered voluntary such as to collect supplies etc)

We hire a casual employee at \$28.81 per hour for 10 hours per week, excluding public holidays. We also will not have to pay sick leave, holiday pay and leave loading etc.

This will cost us roughly \$11,524 (40 weeks) plus superannuation.

We are not required to have an employment contract in place but if the employee needs one for purposes such as Centrelink we could do a fixed term contract for each school term.

We will need to have a contingency plan for if employee is sick or away on holidays. Unlike the Uniform Shop, the Canteen won't be able to just close for the day without adequate notice if people have pre-purchased online.

Workers Compensation Insurance will provide us with a quote once we have decided on the wages.

Working with Children Clearance and police clearance required

### Ordering

Implementation of online ordering system such as Quickcliq (same site used for Subway ordering). This will allow parents to order remotely from a computer or mobile phone using a credit/debit card. The management of this site and the canteen menu would be the responsibility of the canteen manager.

Physical orders will also be an option by visiting the canteen before 8.45am on the day the order is being submitted. Another option is to have a canteen ordering box in each class that

gets brought to the canteen after the bell has gone however teachers may find this too disruptive so would need to be explored and agreed upon by school staff.

<b>Title</b>	<b>Canteen Manager</b>
<b>Classification</b>	Casual on fixed term contract of 10 hours per week for 40 weeks of the calendar year
<b>Brief Role Statement</b>	The Canteen Manager is responsible for the efficient and professional operation of the Bassendean Primary School Canteen.
<b>Directly Supervised by:</b>	P & C President
<b>Accountable to:</b>	Executive Committee
<b>Key Responsibilities</b>	<p><b>MANAGEMENT OF CANTEEN VOLUNTEERS.</b></p> <ul style="list-style-type: none"> <li>• Management of all volunteers, ensuring suitable inductions covering hygiene.</li> <li>• OHS, customer service and any other relevant points.</li> <li>• Ensure volunteers (where relevant) are aware of all canteen manuals, policies and procedures including: <ul style="list-style-type: none"> <li>• Food handling practices and regulations to prevent food spoilage and contamination.</li> <li>• Money handling policies and recording of sales &amp; expenses.</li> <li>• Department of Education’s Traffic Light system.</li> <li>• Occupational Health and Safety.</li> </ul> </li> <li>• Ownership of any delegated tasks to volunteers.</li> <li>• Encourage volunteers to help with the daily running of the canteen.</li> <li>• Develop ongoing positive relationships with volunteers.</li> </ul> <p><b>CANTEEN OPERATION</b></p> <ul style="list-style-type: none"> <li>• Opening and closing canteen for allocated work times.</li> <li>• Preparing and selling menu items as per the canteen menu.</li> <li>• Serving students, school staff and parents (as required) during recess and lunch.</li> </ul> <p><b>EFFECTIVE COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>• Establish effective communication between P &amp; C President, staff, volunteers and suppliers.</li> <li>• Ensure any changes are communicated to all appropriate parties.</li> <li>• Ensure timely and effective promotion of the canteen, i.e. menu changes, specials, requests for volunteers, theme days etc.</li> <li>• Communicate volunteers, students, school staff and parents feedback to the P &amp; C President via the quarterly report.</li> </ul>

- Liaise with the school staff to ensure operational matters are attended to.

#### **FINANCIAL MANAGEMENT & RECORD KEEPING**

- Ensure the effective financial management of the canteen.
- Identify costs and profit margins for each product.
- Advise the P & C President of any concerns or changes in profit margins.
- In conjunction with the P & C President, ensure all banking is finalised and placed in the school safe at the end of each day.
- Provide as necessary all financial records as requested by the P & C President.
- Recording of all orders, recess and lunch sales.
- Review financial information provided (e.g. actual costs of products ordered) and provide feedback to the P & C President.

#### **STOCK MANAGEMENT**

- Effective ordering to meet the demands where possible.
- Order within financial delegation.
- Establish a process to ensure the checking delivery dockets to ensure deliveries meet requested orders.
  - Delivery dockets to be retained and provided to P & C Treasurer for checking against invoices as required.
- Manage supplier relationships
- Regularly review supplier's options to evaluate value for money, alternative options and specials.
- Co-ordinate weekly shopping with volunteers (as required).
- Manage stock expiry dates to ensure minimal wastage or spoilage of food.
- In conjunction with the P & C President and volunteers, undertake stock takes at the end of each term.

#### **ENSURING CANTEEN SECURITY**

- Securing of cash and keys.
- Locking up at the end of the working day and switching off applicable appliances. Ensuring that only authorised personnel enter the canteen.
- Reporting any concerns or damage to the P & C President and School Administration staff (where relevant).

#### **PLANNING SPECIAL EVENTS**

- In conjunction with the P & C fundraising committee, establish an annual and quarterly plan of events in which theme days, canteen closures and other events will be proposed.
- Events will need to be scheduled in conjunction with the Administration staff, school events, and other groups.
- Propose event dates, times, target audiences, products, expenses, estimated profits, communication requirements, equipment, helpers, stock etc.
- Provide timely proposed event details to the P & C President for input and assistance.

#### **CHILDREN'S LIFE SKILLS**

- Assist students with lunch orders and canteen purchases by providing a safe and respectful environment where children can learn to interact with adults by

	effectively communicating requests, handling money, making timely decisions, good choices and displaying appropriate manners.
<b>Selection Criteria</b>	<p><b><u>ESSENTIAL</u></b></p> <p>The Canteen Manager must possess the following personal qualities:</p> <ol style="list-style-type: none"> <li>Be courteous and friendly to everyone including the students.</li> <li>Able to manage volunteers</li> <li>Serve food of a quality that is very satisfactory to students and parents, with an ability to prepare a range of healthy foods in the canteen</li> <li>Be able to work in a situation where there are frequent interruptions, e.g. people at the counter, student and staff requests.</li> <li>Be calm in a crisis.</li> <li>Be an encouragement to volunteers, students, school staff and parents.</li> <li>Be neat and tidy in dress and appearance as well as possess a high degree of cleanliness around food and food preparation.</li> <li>Demonstrated personal integrity (the position entails handling significant sums of cash alone).</li> </ol> <p>The Canteen Manager must possess the following Skills:</p> <ol style="list-style-type: none"> <li>Demonstrated ability to lead, plan, organise and control the day-to-day operations of the canteen including finance.</li> <li>Demonstrated ability to build morale, motivate and generally relate well to students, other staff and community.</li> <li>High level of written and verbal communication skills.</li> <li>Knowledge of the Department of Education's Healthy Food and Drink policy and Traffic Light system.</li> <li>Completed, or willingness to complete, Traffic Light training.</li> <li>Completed, or willingness to complete, FoodSafe Food Handler training (or its equivalent).</li> </ol> <p><b><u>DESIRABLE CRITERIA:</u></b></p> <ol style="list-style-type: none"> <li>Tertiary qualifications in canteen operations or similar qualifications e.g. TAFE Canteen Management course.</li> <li>Experience as a canteen supervisor or similar.</li> <li>Knowledge of the nutritional requirements of school aged students.</li> </ol>
<b>Other credentials</b>	<p>Must have the following:</p> <ul style="list-style-type: none"> <li>• a current Senior First Aid Certificate</li> <li>• Working with Children Card</li> <li>• Police Clearance</li> </ul>

**Attachment B:** Recently at the WACSSO conference, we had the pleasure of discussing the benefits of WASCA membership with you.

We arranged to forward to you an invoice for membership for the remainder of 2019 and 2020 for \$130 (representing a saving of \$50). Please find that invoice attached.

We understand that you will need to discuss becoming a member with your school P&C.

To aid your understanding of how we can help your school, I have listed some of the benefits of WASCA membership such as:

- Two editions of our CanTeam newsletter, bursting with tips, articles and ideas
- Member discount on [professional development opportunities including training](#) courses in Financial management, Traffic light training and Food safety and hygiene at a discounted rate
- Opportunities to network at various events throughout the year
- Eligibility to participate in the [Star Canteen Accreditation Program2](#) (StarCap2) and be awarded for your amazing canteen, up to \$450 annually
- Eligibility to apply for the [Robin Bromley Visionary Grants](#) of \$1000 each (three per year); currently open now, applications must be submitted by 13 September
- Eligibility to receive one on one consultancy support from one of our team if required.

### **Attachment C**

P&C Projects for 2019: Inclusion in agenda as requested at previous meeting.

Short term: Literacy/Numeracy contributions

Microphones/PA system

Interschool Polo shirts

Performing arts program

Early Childhood grounds development

Long term: Community Gardens

Nature Play phase 2

### **Attachment D**

#### **President's Report**

Welcome back everyone,

I hope you had an awesome holiday and well deserved break after a very eventful term 3!

#### Fundraising

I would like to thank everyone who volunteered during Term 3 it was the biggest fundraising term for the year with over \$7,000 raised from the Cake Stall and Coffee sales at the Faction Carnival, Father's Day Stall, Cadbury Chocolate Sales, Quiz Night and



Mondayitis Lunch orders. So far this year the P&C have donated over \$6,000 to the school for Numeracy & Literacy, Condenser Microphones, IKEA Cabinets, Cross Country Icypoles and Inter-school Sports Shirts. So well done everyone!

We now need to start thinking about the upcoming events including the Spooky Disco, Year Graduation and End of Year Community Event.

I will get a letter out to the Year 5 parents, which can be reused each year, asking for donations of savoury food and volunteers for the Year 6 Graduation. Any other suggestions are welcome as I have not been involved in previous graduations.

### Fathering Project

In August, I caught up with Doug White and a few of the dads in the Fathering Project to discuss their plans for the rest of the year. As all of them have children in Early Childhood they would prefer to put their time and resources towards the EC back area, which will be called the Early Childhood Outdoor Learning Area. I then met with John Cramer and Jenny Reid to finalise the plan for the back area including edging, sections and a deck with storage seating. Currently we are waiting on John to price up the materials and request a grant from Bunnings. We will then hold another Fathering Project Busy Bee but this time we will send a flyer home so that we can reach more father figures and volunteers. The Executive Committee have approved in principle to pay John Cramer for 2 days labour so that he can prepare and cut all of the materials prior to the busy bee.

The Fathering Project group are also booked to hold a sausage sizzle at Bunnings Bayswater on Sunday 1<sup>st</sup> December and funds raised will go towards the Early Childhood Outdoor Learning Area or reimburse the P&C for any funds that we advance towards the EC back area.

### Community Garden

I reached out to the community for someone to “champion” the community garden project. Damon Staples has put his hand up to get things started and Emily Rhodes has been looking into available grants. Andrew Thomas is drawing up a landscape design for the Community Garden as we need to include disability access for grant application. Once the plan is to hand we can start applying for grants. When we have funds to start the project, we will to hold a Sunday workshop open to the whole community to form a working team, budget and plan.

### Future Planning

It was suggested that we hold a “Back to School” movie night during 1<sup>st</sup> term next year to welcome new and existing families, ATCO Gas will provide the screen and equipment for free, we just need to hire the movie rights. Your thoughts on this idea would be great.

### Committee 2020

It would be great to have an idea of committee roles for next year, if anyone is planning to step down from their role please let us know so that we can advertise for the position prior to the AGM next year.

Ideally before the end of the year, I would like to see the completion of the Early Childhood Playground which the school fund raised for in 2018 and to support the Fathering Project to complete the Early Childhood Outdoor Learning Area.

Thanks again for all your hard work and support  
Nikki

### **Vice President's Report**

3/9/2019

Nikki Rodgers, Sarah McAullay and I attended the P&C governing body's annual conference on the weekend of 17/18 August. This was the first WACSSO conference for all of us and we were really impressed by the depth of information and the overall organisation of the weekend.

A huge number of topics were covered and we spoke with a lot of the conference sponsors over the weekend – I've set aside some brochures and info sheets for our next meeting but have also listed some key learnings and points below:

1. New P&C Constitution, the first since 2001! Nikki covered this in an email to all P&C members recently and the full constitution document is quite hefty, however the key points brought up are worth mentioning again to make sure we're compliant.
  - a. A school with more than 200 students (that's us) is classed as a large school under the Constitution.
  - b. To form a quorum at meetings, we must have at least 5 Executive Committee members present at Exec Committee meetings, and at least 8 financial members present at regular meetings.
  - c. NO financial motions can be moved at meetings without prior notice. Financial requests must be made in writing and circulated to all members at least 7 days prior to regular meetings or 48 hours prior to Exec Committee meetings.

P&C Day WA. The first annual P&C Day was held this year. At Bassendean we didn't hold any events but WACSSO would like to see all schools celebrate the efforts of their P&C volunteers by marking the day each year. Other schools marked the inaugural day with creative celebrations including a student-run concert, a 'Thanks P&C' lunch catered by students and teachers, several morning tea events, a special 'We Love Our P&C' newsletter, and a poster wall where each class created an artwork describing the positive impact P&C activities have had on their class. As well as being a way for schools to show appreciation for their volunteers, the point was made that celebrating and highlighting a P&C's achievements is a feel-good way of making us more visible and actively encourages other parents to get involved and join P&C activities.

3. Workshop session: Attracting Time and Talent Through Inclusion. This was my highlight session of the weekend. Run by non-profit group Inclusion Solutions, it explored lots of great ways to get people involved and feel included in wider school activities, particularly where volunteers are required. Some of the best points:

a. The onus is on ALL P&C members to informally collect feedback and community sentiment to drive our activities, but having one central 'feedback person' on the committee to give this information to is important. This person can then maintain a running list of community issues, wishes and relevant school community people who are able and willing to assist with different types of activities.

b. Do an annual P&C survey to check the pulse of the school community and inform our activities or focus. It should be short and simple, and easy to access (probably online) – not everyone will fill it out but it gives a low-barrier way for the school community to give feedback even if they aren't active on any committees.

c. Find out what motivates people. Have conversations with parents and teachers about what drives them in a school context. Is it community and friendship? Facilities? Financial success at the school? Education outcomes? Everyone is different, but if we know what motivates them it's easier to approach the right people with requests they're likely to say yes to.

d. Have a role for a dedicated welcome person on the P&C each year. This person should be friendly and approachable, visible at school (preferably not a full-time working parent who can't do drop off or pick up), and genuinely welcoming. The time commitment doesn't need to be huge, and it's important not to be too full on in the approach to a new family! This person should liaise with admin staff to find out when a new family joins the school, then seek out that family, make themselves known and give them a 'Welcome to our school' pack with general info about how to get involved in P&C/community activities. Kindy parents should also receive this pack each year at the parent information sessions.

### **Bassendean Primary School P and C Principal's Report for Meeting 22 October 2019.**

We are looking forward to a busy and productive Term 4. On our Professional Learning Day staff have undertaken an initial review of the 2019 NAPLAN data, our K-2 staff have reviewed the National Quality Standards (NQS) which governs all early childhood education - long day care, before and after school care and schools. They have moderated student work as part of our involvement in Bright path and therefore commitment to the School Curriculum and Standards Authority.

#### Proposal School Landscape Concept Plan

I have invited Andrew Thomas to discuss the 'proposal' School Landscape Concept at the P and C Meeting. It is intended for Andrew to discuss the plan with the Committee. If the P and C is keen to move forward with the proposal it should be viewed as a long term plan that can be budgeted for over time. Some areas may be achieved through Busy

Bees; others will need to be undertaken by Programmed particularly if they are structural. This will be an opportunity for members to discuss the plans (which have been previously viewed) with Andrew and the committee.

### Uniform Shop

The Kindergarten Parent Meeting is Wednesday 13 November. Feedback from parents last year indicated they would like more time to hear about the transition to Kindy and the learning program. Jenny and Elaine have requested the P and C have a shorter timeframe to discuss the uniforms followed by the Uniforms being available at the end of the session.

### From the Board

Discussed and noted at the Board Meeting 23 September 2019:

#### High Priority Maintenance and Minor Works

Funding has been allocated to the school for a range of works - \$429 107 structural integrity, toilet upgrades, playing surfaces. We will be notified early in Term 4 of the detailed program of works which were identified through the Building Conditions Assessments (BCA) report. are waiting to receive further information. A further \$26 000 has been allocated to the school to be used for maintenance issues and improvements. These amounts have been allocated based on the age of the school and number of students enrolled.

Class Placement Guidelines. Guidelines were noted. They were also placed in the end of Term3 Newsletter along with links to the website.

Voluntary Contributions and Charges, and Personal Items Lists have been finalised and noted. They will be sent home later this term. Parents are encouraged to use the service provided by Champion. This ensures the same materials and resources across the classrooms. Parents who choose to 'pick' their own items are asked to please by the items most similar to those requested.

Staff are very mindful of keeping costs as low as possible for families.

ESAT Our ESAT process went very well. Thank you to Nikki and Jaye who represented the P and C. The Report is available on the Website. The Report is very positive and recommendations have supported we continue the work we are doing along with our own reflections of where we are heading in our planning.

#### Science Lab

Work commenced on the classroom refurbishment for a Science lab during the holidays. The Lab is anticipated to be ready for the 2020 school year. We are in the process of ordering new furniture and additional resources.

#### Arts Grant

Unfortunately, the Arts Grant Mrs Barr applied for was not successful. At this point in time 'Marri Tree Dreaming' can not occur in 2019. We will look at this as an opportunity for the new school year.

#### Graduation

Graduation is set for Friday 13 December at 9.00am.

Each year the P and C kindly support the Year 6 families and the school through involvement in the Graduation by way of:

- the involvement of the P and C President (or nominated person),

- donation of \$50 Book Award which accompanies the North Metropolitan Education Region Medal of Excellence Award
- a gift to the Year 6 students
- donation of morning tea
- and set up , serving and pack away of morning tea.

The school will organise the Graduation Cake, tea and coffee, milk, water and juice.

We are aware that some of this has already been covered. We are hoping to confirm support of the P and C for the morning tea on the day of Graduation.

The Canteen will need to close for morning tea on this day due to the use of the undercover and the noise/smells which interfere with the ceremony.  
Prep for morning tea would be in the staffroom.

We also request the use of the trestle tables. The school has table clothes.

We look forward to working with a coordinator to finalise any details for this very special school occasion.

Jacqueline Varris  
Principal  
14 October 2019

### **Treasurer's Report**

#### Financial Position

To the best of my knowledge, as at 9<sup>th</sup> October 2019, a summary of the current financial position of Bassendean Primary Parents and Citizens Association is as follows:

	\$	\$
Starting balance at 1 <sup>st</sup> January 2019		19,917
Closing balance as at 9th October 2019		<b><u>25,822</u></b>
<b><u>Distribution of funds from Jan – Oct 2019:</u></b>		
Uniform shop sales		20,148
Uniform shop expenses		-19,783
Uniform shop insurance		-150
Canteen sales		6673
Canteen purchases food and beverage		-4140
Canteen new tubs		-10
Canteen new locks on cupboards		-264
WACSSO conference and membership		-1010
Fathering project membership		-440

<b>Fundraising income and expenses</b>		
Edudance		290
Easter Raffle		803
Election day stall		1766
Mothers Day Stall		1387
Fathers Day stall		962
Athletics Day stall		970
Cost of Edudance food/lollies		-163
Cost of Mothers Day labels		-37
Cost of table cloths		-190
Cost of election day food		-499
Cost of Silent Groove hire		-680
Cost of Southern Bush Band deposit		-100
Cost of 2 folding tables		-98
Cadbury Fundraising income		1260
Cost of Cadbury boxes		-936
Fundraising from Quiz night		6447
Cost of alcohol, hall, quiz, glassware hire		-2299
<b>Donations from individuals</b>		
Donations from Dave Kelly		1000
Donation from Bootlegger coffee		50
<b>Commissions</b>		
Book Club		
Commonwealth bank		0
		525
<u>Donations to school</u>		
New Freezer		-753
Book prize		-50
Literacy resources and condenser microphone		-4500
Glass display cabinet		-297
P&C Membership fees		21
<b><u>Profit / Loss</u></b>		
Total Incoming		42303
Total Outgoing		-36398
<u>Net profit</u>		<b>5905</b>
<u>Operating Surplus:</u>		
Uniform Shop	2000	
General	2000	

Funds pledged for 2019/ 2020 Donation for phase 2 nature playground Donation for community garden		
<b><u>Funds available to pledge</u></b>		<b>21822</b>

### **Fundraising Report**

Cake Stall at Faction Carnival raised \$970

Bootlegger Coffee Van at Faction Carnival raised \$50

Father's Day Stall \$962

Cadbury Chocolate Sales \$324

Decades Quiz Night \$4148

Mondayitis Lunch \$900

Entertainment Book Sales \$280

Do we still receive fundraising from Subway for lunch orders? It used to be \$1 per order.

### **School Banking Report**

1. School Banking is now being conducted from the area near the school uniform shop. The challenge has been the no access policy into the hallway prior to 8.30am. We will open the external main door to that area and encourage early bankers to access banking through that door.

2. Update RE: ASIC Review into School Banking Programs - it was originally indicated the review would have been completed late 2019, however it is still ongoing and ASIC is seeking the public's view of school banking programs as part of its ongoing review of their use and impact in primary schools. It is now indicated the review will be complete in early 2020.

A. The update can be found via this link;

<https://asic.gov.au/about-asic/news-centre/find-a-media-release/2019-releases/19-266mr-asic-seeks-public-input-to-review-of-school-banking/>

B. Consultation Paper and Questions can be found via this link;

<https://consultation.asic.gov.au/financial-capability/review-school-banking-programs/>

