

BASSENDEAN PRIMARY SCHOOL P&C ASSOCIATION INC.

Draft and Confidential Minutes of P&C Meeting held on May 7th 2019

Start Time: 637pm

1 Attendance: Kylie Barr, Laura Simes, Nikki Rodgers, Kayla Dean, Angela Gorey, Mia Mackay, Karen Ross, Hannah Thomas, Emily Rhodes, Kim Veale, Jacqueline Varris, Ngaire Kasdorf

2 Apologies: Kristy Chester, Margie Jorgensen, Dione Bilick, Jaye Crawford Moore, Angela McElvaney, Sarah Mc Aullay, Margo Ferguson-Hunt

3 Acceptance of minutes: The minutes of the Bassendean Primary School General Meeting held on February 26th 2019 be taken as read and confirmed as an accurate record. **Carried**

4 Business Arising:

4.1. Lions club payment: KV reported \$500 payment was made to BPS P&C in October of 2018.

4.2. Staff wish list: NR discussed that an executive meeting was called to make decisions on staff requests for funds. Committee agreed to fund purchase price of microphones for the school and pledge \$3000 towards art project as outlined by KB.

The early learning busy bee project was taken on by Laura Simes and Rob with many helpers coming on the day.

5 General Business:

5.1 New signatories for bank account. Emily Rhodes and Hannah Thomas to be added as signatories to the BPS P&C bank account.

5.2. Fundraising lunches: KD and HT are interested in running fundraising lunches for the students from the canteen twice per term. Lunches would be made in addition to canteen on the same days. Ideas included an international theme or holiday themed lunches (St Patrick's day). KD and HT to go ahead with their plans with support from the P&C.

5.3 Election fundraiser: Election scheduled for May 18. Suggestion of croissants and coffee or cheese toasties instead of sausage sizzle discussed. Idea widely supported by P&C. Planning group KV, DB, LM, NR, HT, & KR to meet next week to plan purchasing of supplies and scheduling for election day.

5.4 Mother's Day Stall (NR). The P&C is well stocked for Mother's Day stall scheduled for Friday 10th May. No outlay required this year. NR will put call out for helpers to set up day prior and to sell on the day. Suggestion made to hold some gifts back for the groups coming through later in the day.

6 Correspondence

Australian fundraising specialists advertising material

Bear and Moon Mother's Day catalogue

Nomination form for educator of the year. **Action item: NR to post of P&C FB page for parents to access**

7 Reports

7.1 President – see attached

7.2

Principal – JV discussed old school photographs in the school's possession which need to be reframed or restored. JV wondering if parent is interested in taking on the project. **Action item: NR to put post on FB/ Bassendean local page and connect requesting same.** JV requesting funding from the P&C for display units at a cost of \$297. Units to be used in main hall and the front office to display student work.

Carried

7.3 Treasurer – see attached

7.4 Fundraising sub committee – None received

7.5 Canteen Co-ordinator – See attached

7.6 Uniform Shop Co-ordinator – none received

7.7 School Banking co-ordinator – see attached

7.8 School Council Representative – none received

7.9 Book club co-ordinator – none received

7.10 Fathering Project – none received

8 Other business:

8.1 LS discussed her disappointment with CBA's conduct related to the banking royal commission and her desire to find an alternative provider for school banking. LS informed that KC was aware of situation and had discussed last year at P&C meeting. P&C had agreed to wait until royal commission had released a report into banking misconduct before P&C decided on action. For discussion at next meeting when KC is present.

8.2 NK forgot to purchase trestle tables. **Action item: NK purchase two trestle tables before election day.**

9. Next meeting Tuesday July 30th.

10 Meeting closed at 752pm

Bassendean Primary School P and C
Principal's Report
7 May 2019

Weekend Busy Bee

Thank you to all the parents who attended and participated in the Busy Bee in the Early Childhood Area on Sunday 5 May. There have been lots of very positive feedback and a keenness to progress with some further development in that area.

Once staff have had an opportunity to set up the learning zones, meet and make some further decisions about how they could best use the outside area, we would be keen to have a small working committee of staff and parents to consider further works.

Thank you to Laura Simes for coordinating the day. Thank you to Elaine Innes and Jenny Reid who stepped in during my absence from school to help with the Busy Bee. Thank you to the ECE staff who provide morning tea for the Busy Bee. Everyone's involvement has been most appreciated.

I am keen to get an accurate register of the day; we have many names but are not sure we have all of them. At the next assembly (week 6) we would like to thank and acknowledge those who participated in the Busy Bee. We will endeavour to invite those parents and present them with a certificate to express our thanks and acknowledge their involvement, and also so the children can see how many people helped out. Where a parent who was involved is not able to attend we will give the certificate to their child at assembly.

Science Lab

Last year I successfully applied for the Science Lab classroom conversion. This is part of a Government initiative and Bassendean was included in the second cohort of schools.

Representatives from the Department of Education and Building Management Works staff who are overseeing the Science Lab classroom refurbishments met with Alex and myself on Monday 6 May. We were notified that the refurbishment of Room 3 will occur in the 2019/2020 financial year.

Staff have discussed the location and Room 3 was considered the best choice as it leads directly out to the courts and oval area and potentially onto the outdoor learning deck which is part of the overall proposed Landscape Concept which has been shared with the P and C and the Board. We are also planning on placing a trough external to the classroom, which will enhance the outdoor learning area.

I have asked for copies of plans to be sent to the school. Once this information is available we will post it on the noticeboard outside Room 3, in the newsletter and on the website for parent information. All of this information will be made available, as has been previous practice. Schools only get to choose cupboard, bench, lino and backsplash colours, and receive a small budget for the purchase of suitable science furniture options from a predetermined range.

There may be parents who have a Science background who I would be keen to meet with to discuss the Science Curriculum and ways we may harness some parent and community skills to enhance and maximise student learning outcomes in this important learning area.

Old school photographs

The school is in possession of a number of old photographs which we would love to be able to hang in the school. Unfortunately, many of them need to be reframed or restored. There will, I imagine also be a number of photos within the community which would add to the rich history of the school. I am wondering if there is a parent who may be interested in volunteering to take on such a project within the school.

Funding Request

4 Display units, - 2 for the main hallway and 1 for the front office to display student work. Cost \$99 per unit, total \$297.

The existing units in the hallway were donated from Hawaiian Bassendean during their refurbishment and were surplus to their needs. They are old and have limited use as there is no shelving. We are looking to update the cabinets with a fresh, bright look which will be enable us to display and showcase a range of student works.

Jacqueline Varris
Principal
7 May 2019

President's report

Thanks everyone for supporting me in the President's role. It was not a position that I wanted to take on however I have received so much help and support during this first term that I no longer find the task daunting. As a mostly new P&C committee, I think we've had a great start to the year and a lot of that is due to team work.

This year we are trying to streamline a few of our regular fundraising tasks so that going forward it will be easier to pass on to new committees. I would also recommend running the Entertainment Book fundraiser on a yearly basis as it is an easy money earner for little effort.

I will be away from mid June until August so Emily Rhodes will be stepping in as President whilst I'm away.

Thanks again!

Nikki Rodgers
President
Bassendean Primary School P&C
Mb: 0412 236 340

Canteen Coordinator report

The canteen has now been open for a whole year and has been a huge success. Average weekly sales have been consistent taking approx. \$300-350 over the two days. We have seen a steady roster of volunteer mums and dads with between 3-5 parents volunteering each canteen opening. Please encourage any parents you have connections with to help out even if its just once or twice. This means those who help on a regular basis can have a day off without feeling guilty. It is also a great way of meeting new faces and we always have a lot of fun.

During term 1 we introduced a new menu. This included items such as hot cross buns which were a massive hit! We also replaced the previous biscuits with a version that we bake in the canteen on the day of sale which has not only gotten rid of excess and unnecessary plastic packaging it also makes the canteen smell delicious!!

The canteen continues to try and reduce the need for single serve plastics which coincides with the new implementation of the various coloured bins throughout the school. We continue to use reuseable bowls, cutlery and cups as well as sending our food scraps to compost (or home with volunteers who have chickens), our plastic packaging goes to red cycle, our paper and cardboard goes in the school skip bins for recycling, we even send our bread tags off to get made into wheelchairs for children in third world countries. If you have any other great recycling and ways to reuse we would love to hear them!

Best of all it is always so wonderful to see so many smiling children using beautiful manners and enjoying the food that the canteen is providing.

Hannah & Kayla

Canteen Masters

Financial Position

To the best of my knowledge, as at 5th 2019, a summary of the current financial position is as follows:

	\$	\$
Starting balance at 1 st January 2019		19,917

Ending balance as at 5th May 2019		<u>18,905</u>
<u>Distribution of funds from Jan – April 2019:</u>		
Uniform shop sales		14,638
Uniform shop expenses		-16,796
Canteen sales		1712
Canteen purchases food and beverage		-1046
Canteen new tubs		-10
Postage and printing		0
Fundraising income from Easter Raffle/ Edudance		1085
Cost of Edudance food/lollies		-163
<u>Commissions</u>		
Book Club		0
Commonwealth bank		300
<u>Donations to school</u>		
New Freezer		-753
P&C Membership fees		21
Total Incoming		17756
Total Outgoing		-18768
<u>Profit / Loss</u>		-1012
<u>Operating Surplus:</u>		
Uniform Shop	2000	
General	2000	
<u>Funds pledged for 2019</u>		
Condenser microphones / literacy and numeracy	4500	
Stage Hire for Edudance	1500	
<u>Funds available to pledge</u>		8905

Commonwealth Bank

Commonwealth Bank of Australia
ABN 48 123 123 124

Retail Sales and Service
School Banking
Level 22, 11 Harbour Street
Sydney NSW 2000

Telephone 1800 674 496
Facsimile 1300 793 924

BASSENDEAN PRIMARY SCHOOL
70 WEST RD
BASSENDEAN WA 6054

01 Apr 2018



Dear Sir/Madam

Contributions for period 01 January 2018 to 31 March 2018

We are pleased to advise that Contributions payable for School Banking conducted at your school during the above period amounts to \$230.00.

Details are as follows:

Description	Units	Unit Price	Total Price
Establishment Contribution	0	\$200.00	\$0.00
Annual Contribution - No. Students: 1-100	1	\$100.00	\$100.00
Regular Savers Contribution	26	\$5.00	\$130.00
Amount credited to your nominated account			\$230.00

Yours sincerely

Veronica Howarth
Head of School Banking
School Banking

Commonwealth Bank
Commonwealth Bank of Australia
ABN 48 123 123 124

Retail Sales and Service
School Banking
Level 20, 11 Harbour Street
Sydney NSW 2000

Telephone 1800 674 496
Facsimile 1300 793 924

BASSEDEAN PRIMARY SCHOOL
70 WEST RD
BASSENDEAN WA 6054

11 Feb 2019

Dear Sir/Madam

Contributions for period 11 February 2019 to 11 February 2019

We are pleased to advise that Contributions payable for School Banking conducted at your school during the above period amounts to \$100.00.

Details are as follows:

Description	Units	Unit Price	Total Price
Establishment Contribution	0	\$200.00	\$0.00
Annual Contribution - No. Students: 1-100	1	\$100.00	\$100.00
Regular Savers Contribution	0	\$5.00	\$0.00
Amount credited to your nominated account			\$100.00

Yours sincerely



Veronica Howarth
Head of School Banking
School Banking

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Commonwealth Bank of Australia
ABN 48 123 123 124

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Level 20, 11 Harbour Street
Sydney NSW 2000

Telephone 1800 674 496
Facsimile 1300 793 924

BASSEDEAN PRIMARY SCHOOL
70 WEST RD
BASSENDEAN WA 6054

01 Apr 2019

Dear Sir/Madam

Contributions for period 01 January 2019 to 31 March 2019

We are pleased to advise that Contributions payable for School Banking conducted at your school during the above period amounts to \$70.00.

Details are as follows:

Description	Units	Unit Price	Total Price
Establishment Contribution	0	\$200.00	\$0.00
Annual Contribution - No. Students: 0	0	\$0.00	\$0.00
Regular Savers Contribution	14	\$5.00	\$70.00
Amount credited to your nominated account			\$70.00

Yours sincerely



Veronica Howarth
Head of School Banking
School Banking

