

Bassendean Primary School P&C

General Meeting Minutes for Tuesday, 10th May 2022

Meeting Started at 6.33pm

1. Acknowledgement of Country

I respectfully acknowledge the past and present traditional custodians of this land on which we are meeting, the Wadjuk Noongar people. It is a privilege to be standing on Wadjuk country.

I also acknowledge the contributions of Aboriginal Australians and non-Aboriginal Australians to the education of all children and people in this country we all live in and share together – Australia.

2.1 Attendance:

Karen Ross, Mystrie Monck, Mia Mackay, Katie Austin, Jacqueline Varris, Hannah Thomas, Paul Williams, Lisa Maher, Nikki Rodgers (chair) , John Cramer, Rob Little, Sheree Harris and Louise Bell

2.2 Apologies:

Angela McElvaney

2.3 Visitors:

Nil

3. Call for amendments to Draft and Confidential Minutes of meeting held on 22nd February 2022.

Nil amendments tabled

3.1 Acceptance of Draft and Confidential Minutes of P&C meeting 22nd February 2022.

Carried by Rob Little and Nikki Rodgers

4. Correspondence

4.1 In: WACSSO (WA Council of State School Organisations Inc) Affiliation Fee- \$1029.24 if payment by 30th June. Includes affiliation, insurance and conference

4.2 Out: Nil

5. Business Arising

5.1 School Wish List for 2022

Literacy \$1,500 **Approved & Donated**

Numeracy \$1,500 **Approved & Donated**

Makerspace - Benches (static & mobile) Storage options \$2,500

Makerspace Deck Quote \$20,000

ECE 3 Trikes \$1,800

Phys Ed Equipment, Ribbons & Trophies \$550 **Approved & Donated**

Karen Ross seeks approval to pay \$1,800 for ECE trikes x 3 trikes.

School has had to dispose of three trikes recently due to being broken beyond repair.

The Early Childhood education area has requested to purchase three new trikes for a cost of \$1800.

Motion to approve \$1800 for the purchase of three trikes by Paul Williams and Katie Austin.

6. General Business

6.1 Contact Details for Committee & Coordinators

Nikki Rodgers is requesting permission to provide the contact details of the Committee members and Coordinators to the school. Your details will be provided to any parents that have a query in your area.

NR raised with all Committee and Coordinator present- No objections raised- Nikki will provide contact numbers of the Committee members and coordinators to the school whom will provide to any parents with a query in your area.

6.2 Poster Volunteer

Volunteer required to update the next meeting date on the posters around the school.

Mystrie Monck volunteered to update posters with term 2 date.

Mothers day posters- Posters have been taken down and Sheree Harris will put in the uniform shop.

6.3- P and C Update/Reports

Nikki has requested that any required committee members and coordinators provide an update to be included within the agenda moving forward for meetings.

7. Reports

7.1 President's Report

Hi Everyone,

Welcome back for Term 2, I hope all of the new coordinators and position holders have settled into their roles.

I'd really like to thank everyone that has stepped up and organised a fundraising activity, it has been a weight taken off my shoulders! So, thank you to...

Lisa Maher and Angela McElvaney for organising the Easter Raffle we raised \$1,040

Angela McElvaney for organising the Cadbury boxes, we raised \$290

Ashleigh Keilor for organising the Pizza lunch day, we raised \$480

Rob and Nicole Little for organising the Mother's Day Flowers, we raised \$322, which is more than double last year's profit

Karen Ross for organising the Bottle Drive, we raised \$88.50

Mystrie Monck for organising the Mother's Day Stall

I have outsourced the committee and coordinator profiles to Emily Rhodes, she has recently moved house, so I'm hoping we'll be able to share them this term. If you haven't sent me your details yet, can you please do so ASAP.

Thank you all for making the time to come along to the meeting.

Cheers,

Nikki

7.2 Principal's Report

Term 2 has started well, especially with all the changes to the COVID19 Guidelines. You will have noticed that staff are using their discretion about wearing masks during the school day.

NAPLAN 2022

NAPLAN 2022 for Year 3 and 5 students will be held between Tuesday 10 May and Friday 20 May.

Fund Raising

Mother's Day Stall

Thank you to the P and C for holding the Mother's Day Stall. At the time of writing the Science Lab and the old front office have been a hype of activity in preparation.

Thank you for your time, organising the Stall, collating and wrapping the gifts, these events only happen with lots of support. Thank you to all the parents for donating gifts to make this Stall happen for the students and all the Mums. The event is always a big one for our students, they thoroughly enjoy the Stall and being given the opportunity to independently purchase a gift for their mum.

Easter Raffle

Thank you to everyone for all the time and effort to make the Easter Raffle another wonderful event. Thank you to all the parents for their donations. The Easter baskets were fabulous!

Bottles for Change

Thank you to Karen and Nikki for the weekend Bottles for Change Drive, a fund raiser and looking after the environment! I appreciate you giving up some of your family time on the weekend to make this happen.

Elections 2022

It has been confirmed that Bassendean Primary School will be a Federal Election Polling Station. Over the next weeks we anticipate we will have an on-site meeting with an Electoral Commission staff member and we will let them know the P and C would like to hold a food stall/fund raising event.

P and C Volunteer Day 20 May 2022

We would like to invite P and C members and volunteers to a morning tea on Friday 20 May or a more suitable day/date as a small way to acknowledge your important involvement in the school.

Maker Space

Last term Jason Smith and I met with Rob and John regarding the Maker Space. Quotes are being reviewed from Bunnings for the Bench materials. I am waiting on a new quote regarding possible adjustments to the veranda.

Jacqueline Varris

4 May 2022

Update from Jacqueline Varris- Defibrillator fitted outside administration building - one for a child and one for adult. This is for both school and community use. Following incident last year, all staff did first aid training then school managed to secure funds for purchase which has now been fitted.

7.3 Treasurer Report:

See attached, appendix 1.

Update from Karen Ross:

Noted recommend keeping cash aside for uniform shop (approx. \$10,000) for purchase of stock, however consider how we wish to allocate the remaining funds.

Not included in Karens report was approx. canteen profits of \$2000 and Mothers day funds of \$1624.

7.4 Uniform Shop:

Nil report provided

Update from Sheree Harris:

Faction polos delayed, they are currently on the ship but haven't yet arrived. Anticipating next week or two. There has been a \$7800 outlay for cost of tops. These faction tops take approx 4 months for orders to come so next year orders we may look to have preorders to guarantee purchase as difficult to guess sizing stock numbers. There were a few pre orders this year however being new, people want to see the item and try on for sizing. The week the tops arrive, Sheree Harris will advertise and look to open the uniform shop for an extra day with Nikki Rodgers support.

School dresses which were ordered last year are coming in about 4 weeks, outlay cost was approx. \$3000. This shipment should cover this year and next year.

School regular polos made locally so they are easy to order and have stock delivered.

Polo fleece jumpers are in stock and available for purchase.

7.5 Book Club: Nil report provided

Update from Katie Austin on Vince Austin's behalf:

Deliveries are taking a lot longer than usual. Katie and Vince encourage that if something is missing, to raise with Vince Austin straight away.

7.6 Canteen: Nil report received

Update from Nikki:

\$480 raised from pizza lunch

7.7 Fathering Project: Nil report received

Update from John Cramer:

They are getting material quotes for timber frame bench tops that can be wheeled in and out of maker space. These will be made at differing heights. John has drawn up some designs for these benches and shared with Jacqueline and members of the Fathering project. Estimated costs for the benches in materials is approx. \$1226.64.

The fathering project meets every second Thursday at Bassendean men's shed. They are meeting this Thursday 12 May and they always welcome new members. Cost is \$60 to join the mens shed. Great opportunity to meet other dads and father figures.

Proposal is for the fathering project to cut all the pieces out for the bench and then involve the kids (years 5/6's) to assemble these benches onsite at school. All labour will be donated. During the assembly of these, Rob Little will take some photos and videos for promotional material. John is seeking parent support for editing. Given this is a special project, school will seek permission from the parents of students whom will appear in the promotional material given this material could be used at external events. This promotional material will then used at future fund raising events to showcase where the funds are going to. Maker space is not gender based, and projects for students attending the maker space will be non-gender based.

Discussed seeking some Bunnings donations but will hold off until the Maker space is established then seek donation when we go to fill the maker space.

John Cramer seeks approval for up to \$1500 for materials to build benches for maker space. Moved by Rob Little. Carried by present P and C members with a majority vote to approve.

7.8 Fundraising Report

Funds Raised for 2022

\$1,040 Easter Raffle
\$290 Cadbury Sales Term 1
\$480 Pizza Lunch
\$88.50 Bottle Drive
\$322 Mother's Day Flowers
\$TBC Mother's Day Stall

Update:

\$1624 raised by mothers day- Big success

Mothers day flowers- doubled sales due to the square pay despite the cost of the bouquets increasing from \$10 to \$15- great flowers this year and well presented.

Upcoming Fundraising Activities

Term 2

Election Day Sausage Sizzle & Cake Stall – Saturday 21st May

- Nikki Rodgers will start promoting this event and calling for volunteers after Mother's Day
- Karen Ross has started purchasing drinks
- Kennards Hire have lent their BBQ trailer to Swan Districts for the football season, so we have arranged to borrow it from Blue Steel as they have an away game

Update from discussion:

- Nikki has set up rosters for sausage sizzle and cake stall.
- Katie and Vince Austin will pick up the trailer and take back. Nikki and Katie will coordinate.
- Karen Ross purchasing drinks
- Nikki will sort the food. 500 sausages and rolls. 1 pack vegetarian. 24 packs of onions.
- We have eski's- one in the trailer, one in the canteen and put the rest of the drinks in the fridge.
- Purchases on the day will buy ticket at the cake stall and be given a voucher for the sausage sizzle.
- Cash and card facilities will be available on the day
- Coles have donated a \$50 voucher. Nikki will collect.
- Cake stall- Nikki will do a call out for collection. Hannah Thomas volunteered to support drop off of baked goods on the afternoon of Friday 20 May.
- Suggestion for someone to make the popcorn as canteen has a machine- volunteer required
- Nikki will ask Cardi to do a connect notice with the rosters.

Term 3

Faction Carnival Cake Stall – Date TBC

Father's Day Stall – Friday 3rd September

Term 4

Spooky Disco - Friday 28th October- NR volunteered to organise event.

Fundraising Ideas

- Children's Art Work on tea towels, aprons, calendars etc (Graeme Hile said he could supply the tea towels)
- Loose Change Challenge - winning class gets a special lunch day or pizzas
- Wine Fundraising
- Cookie Dough Fundraising
- Honey Drive
- Old Perth Road Markets - stall available for free
- Raffles

8. Other business:

WACSSO (WA Council of State School Organisations Inc) Affiliation Fee- \$1029.24 if payment by 30th June. Includes affiliation, insurance and conference.

Carried by present P and C members with a majority vote to approve.

9. Next meeting: Tuesday 2nd August

10. Meeting closed: 7.19pm

Appendix 1: Treasurer's Report

Financial Position

To the best of my knowledge, as at 1 May 2022, a summary of the current financial position of Bassendean Primary Parents and Citizens Association is as follows:

	\$	\$
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Starting Bendigo bank balance at 30 November 2021		17,346
Closing Bendigo bank balance as at 30 April 2022		<u>17,424</u>
<u>Distribution of funds from Nov 2021 – April 2022:</u>		
Uniform shop sales		13,360
Uniform shop expenses		-12,514
Canteen sales		1,044
Canteen purchases food and beverage		-1,214
P&C Membership fees		11
Fundraising income and expenses		
Cash for containers		173
Birthday Buckets		273
Other events		3,244
-inc Spooky Disco, Feet up Friday, Mother day flowers, Special Lunch, Karak & Marri auction, Cadbury boxes		
<u>Projects & Donations to school</u>		
Phys Ed supplies donation		-550
Literacy & Numeracy donation		-3,000
Karak & Marri performance video		-750
<u>Profit / Loss</u>		
Total Incoming		18,105
Total Outgoing		-18,028
<u>Net profit</u>		78

Additional notes to this report:

This reports covers the period Dec – April

The P&A was able to provide donations to school projects of \$4,300 during this period.

The uniform shop and canteen are the major ongoing commitments are generating sufficient income to cover expenses.

We have a number of significant uniform shop stock orders in the coming months approx. \$10k (incl faction polos & dresses) for which I recommend cash to be reserved to cover this until sales are made.

Otherwise balance of funds (approx. \$7k) available immediately as required for donations / projects.

This report Includes income & outgoing from various events including:

- Feet up Friday meals
- Special Lunch Pizza
- Auction of Christmas tree at Karak & Marri performance
- Cadbury box sales
- Mother Day flowers

Does not include:

Canteen cash receipts for Term 1