

Bassendean Primary School P&C

General Meeting Minutes for Tuesday, 9th August 2022

Meeting commenced at 6.34pm

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, Vince Austin, Jacqueline Varris, Paul Williams, Lisa Maher, Nikki Rodgers (chair) , Rob Little, Sheree Harris, Steve Berrick and Mia Mackay

2.2 Apologies:

Louise Bell, Hannah Thomas

2.3 Visitors:

Nil

3. Call for amendments to Draft and Confidential Minutes of meeting held on 10th May 2022.

3.1 Acceptance of Draft and Confidential Minutes of P&C meeting 10th May 2022.

Carried by Rob Little and Paul Williams

4. Correspondence

4.1 In:

- 1 April 2022- Letter from Dave Kelly- P&C catch up event has been postponed due to covid and reminder the offer to donate a bike or tablet (value \$500) to assist P&C to raise funds
- 17 June 2022- Letter from Dave Kelly- donation \$1000 and offer to donate a bike or tablet (value \$500) to assist P&C to raise funds
- 6 May 2022- Letter from Dave Kelly- The Premier's Reading Challenge is back and will run until 9 September
- 8 August 2022- Letter from Jacqueline Varris- Requesting a copy of the approved annual financial statements or financial report request for the Bassendean Primary School P and C to be provided by 23rd August 2022.

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 – **Approved and Donated**
- Makerspace Deck Quote \$20,000
- ECE 3 Trikes \$1,800 **Approved- Teachers looking to purchase- agreed to value of \$1800**
- Phys Ed Equipment, Ribbons & Trophies \$550 **Approved & Donated**

5.2 Annual Insurance for the P&C- Karen Ross

INSURANCE RENEWAL

The renewal is required of the P&C General Canteen/Uniform Insurance.

This is arranged through WACCSO – we simply need to agree the level of cover required and submit the forms and payment.

Current Cover – cost \$99.00

Money \$500

Uniform stock \$5000

Recommended cover – cost \$123.00

Money \$1000 – will cover us for cash from canteen, uniform shop and fundraising events pending banking.

Uniform stock \$5000 (or as per estimated value to be provided by Sheree Harris).

Canteen stock – insufficient to justify cover (excess alone is).

Cover for capital items not required – don't own any significant assets besides whats in shed.

6. General Business

6.1 Dave Kelly Donation

Dave Kelly has donated \$1000 to the P&C recognising with covid there has been limited fundraising opportunities. Nikki Rogers has provided account details.

In addition Dave has offered to donate a bike or tablet to the value of \$500 to assist with raising funds.

Notes: Discussion we will look to utilise this donation as a raffle prize for the end of year event.

6.2 WASSO Conference- Attendance for discussion

Event details

Date: 10th – 11th September 2022

Location: Crown Perth

No extra cost in having the first delegates attend Conference as it is included in WACSSO affiliation fees. The cost for second delegates and additional attendees is \$250 per person. P&Cs may approve funding of members' WACSSO Conference tickets within reasonable limits. Attending the WACSSO Conference may be considered professional development allocated as an administrative cost.

Discussion Notes: Agreed we will send two representative- P and C will purchase one extra ticket for the second delegate.

ACTION: Rob Little will purchase two tickets. Rob to attend both days and second ticket Nicole Little and Mystrie Monck will attend one day each.

ACTION: Art board at the WASSO Conference- Rob Little volunteered to take artwork from school to pin on the board. Jacqueline will talk to Kylie Barr for items to display and let Rob know so he can collate.

6.3: Bassendean P and C Facebook guidelines:

Guidelines have been endorsed by the Executive Committee, these are:

- Group members will be limited to current parents, caregivers and school staff
- Active community members can be invited by a committee member ie Dave Kelly provides ongoing support and contributions to the P&C

- If a local community member wants to become a P&C Facebook group member, they will need to attend a P&C Meeting, provide a completed membership form and pay a membership fee
- In term 1 of each year, the group members will be culled to remove families and staff that have left the school
- After the AGM each year the group admins will be updated to the current Executive Committee members
- After the AGM each year the Coordinators will be pre-approved to post without admin approval
- Event Coordinators will also be pre-approved to post without admin approval
- The membership questions will be removed and changed to a check box for School Staff, Parent, Caregiver

Discussion Notes: Nikki provided overview of the agreement made by the executive committee.

6.2 Poster Volunteer

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

ACTION: Mia Mackay to sort posters for next meeting.

7. Reports

7.1 President's Report

Hi Everyone,

Welcome back for Term 3, thanks for coming along this evening.

Term 2 was a huge success for fundraising with over \$10,000 raised!

Thank you to everyone that cut out newspaper coupons and especially Karen Ross who collated them, the effort made by the whole school community won us \$5,000 in the STEM Classroom Cash competition.

Once again, we ran out of sausages at the Election Sausage Sizzle, we had planned to sell 500 which was what we sold last year but ended up selling over 700. I think having the Square available for EFTPOS payments made the difference and we raised \$3,531 from the cakes, drinks and sausages overall. Thank you to everyone that contributed to the day.

Also, thank you to Louise Bell for organising the Everlastings Fundraiser, we receive 50% from every packet sold and raised \$550.

Again, thank you all for making the time to come along to the meeting.

Cheers Nikki

7.2 Principal's Report

Maker Space Update

After discussions with Rob Little, we are trying to move the Maker Space to accommodate the intended decking inclusive of a ramp. I have been in contact with Royal Wolf. Relocating the Maker Space by about 400mm needs to be done prior to the installation of the veranda which will occur the week of 23 August 2022.

Science Week 2022

This year we will be holding the biennial Science Week. The week will commence on Friday 12 August with a Science Incursion and conclude on Friday 19 August with a Science Fair. Students will be given an outline of the Science Week projects next week.

This year students will be scheduled to bring their projects through the week to present them to their class with a short show and tell. All projects will need to be returned for the Science Fair on Friday. An informal assembly will be held to announce prize winners of the Science Projects.

School Photos

Will be undertaken by Midland Photographers Tuesday 9 August.

Parent Teacher Interviews

The school will close at 11.45am for all classes so teachers can hold meetings with parents to discuss their child's progress and focus for the coming semester.

It is important that we have the support of families to collect their children at the close of the half day so teachers are available for interviews. While supervision will occur for those families who cannot collect their children at the close time, lessons will not be held.

Faction Carnival

There is fundraising opportunity for the P and C to run a cake stall and/or lunch catering at the annual Bassendean Primary School Faction Carnival.

COVID Update

Adults and students from Year 3-6 are encouraged to wear masks while at school. This is not mandated but encouraged in the interests of everyone's health, and follows guidelines recently sent home to families.

Book Week

Nikki suggested recently the school hold a Second Hand Children's Book Sale. Donations of unwanted books would be asked from families. The Second Hand Book Sale will enable children to buy a book

in good condition and be a very positive recycling opportunity to prevent further landfill. Any funds raised would go to the Library.

I have spoken with Leonie and we are happy to proceed with this idea.

We will hold a Book Week/Book Fair in 2023.

Jacqueline Varris

Additional notes as discussed- Jacqueline Varris applied for a Queens Jubilee \$4500 granted for purchase of plants. This was awarded to the school. Jacqueline working with Tree and Trees, John Waters and Tracey Bywaters to complete a timeline. Majority of plants and funds to be exhausted by the end of year. Grant conditional that must have the plaque to acknowledge the Queens Jubilee. Plan is to plant along boundary fence at the back of the oval. There will be an official ceremony, more info will follow.

7.3 Treasurer Report:

See Appendix 1

Discussion Notes:

We have recently discovered following the deposit of the \$5000- won the stem money- the P and C has an old Commonwealth bank account that is very rarely used. As such, Karen Ross is looking to close old bank account and move money across.

ACTION: Karen Ross to look to close bank account.

Further discussion about the current financial position of the P and C bank account. Karen proposed that we have approximately \$10,000 to spend on the school consisting of \$5000 for Stem.

Some discussion ideas for the spend included:

Mr Maker Deck- Propose for a registered builder within school to support some parent help to build the deck rather than outsourcing. Cost would be under half the proposed price. Both sense of community to get involved for the kids and giving back to the school.

Nikki- Put post on School facebook page seeking support from someone with a Builders registration.

Discussed proposal for the year 6 camps and funding as well as discussion P and C could pay for some future events. For example broad excursions/incursions like the science excursion or performances where the whole school attends.

7.4 Uniform Shop:

Discussion notes: Sheree advised, may need to order some sports shirts to cover next year. 5-6 month lead time to arrive. Mainly need 6, 8 and 10s to replace, although there are minimum number requirements for orders.

ACTION: Sheree will review current stock levels and past purchasing trends and send info to Karen for the order. Estimated approx. \$2000.

Sheree also had a suggestion to donate the old faction tops for loan for the kindy kids. Recognising kindy rarely utilise these t-shirt except for the Athletics carnival, we could loan the old style ones out for these sports events and wash them upon return.

ACTION: Sheree to put post seeking donations for the kindy kids

7.5 Book Club:

Book Club Report 2022

Issue 1 – Term 1 Rewards

Sales	\$814.00	Earned \$137.80	Redeemed \$125.00
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Issue 2 – Term 1

Sales	\$884.00	Earned \$145.00	Redeemed \$159.00
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Issue 3 – Term 2

Sales	\$890.50	Earned \$141.80	Redeemed \$153.50
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Issue 4 – Term 2

Sales	\$649.50	Earned \$98.70	Redeemed \$133.00
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Totals

\$3238.00

Earned \$523.30
Redeemed \$570.50

Discussion notes: Vince advised issue 5 has seen almost a double in sales numbers which is great for the school.

7.6 Canteen:

None

7.7 Fathering Project:

None

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

\$1,624 Mother's Day Stall

\$3,531 Election Day Sausage Sizzle & Cake Stall

\$5,000 STEM Classroom Cash

\$550 Everlastings

Upcoming Fundraising Activities

Term 3:

Faction Carnival Cake Stall – Wednesday 31st August

- **ACTION:** Nikki Rodgers to call out for a volunteer for this event
- **ACTION** Ashleigh Keillor is happy to organise a Sausage Sizzle as a special lunch order for that day. Ashleigh's work will donate the sausages and buns- Thank you Ashleigh!
- Sausage sizzle will be put on square pay again- pre order for children. Also there will be some available for spectators to purchase on the day.
- **Nikki Rodgers will arrange to borrow the Kennards Hire BBQ trailer from Swan Districts**

Father's Day Stall – Friday 3rd September

- **Nikki Rodgers to call out for a volunteer for this event**

Term 4

Spooky Disco - Friday 28th October

End of year Event- Proposed to be held in week 7 of term 4 as opposed to the last week of school as in previous years.

This year there will be no requirement for a stage.

P and C will do a raffle for an ipad

P and C consider doing some hamper or light dinner. Further discussion next meeting.

Discussion was also had for ideas for next years end of year event that the P and C could look to support.

2023

Agreed to postpone the movie night for this year and plan to run in third week of Term 1 with the showing of Chicken Run. Steve Berrick will support with the screen.

8. Other business:

Book Week Second-hand Book Sale

Nikki Rodgers has suggested having a book sale during Book Week. School has asked families to donate children's books and then set up a stall. All funds raised will be donated to the school library.

Leonie keen to do the second hand book sale. End of term there is a tentative date. P and C- Vince will support with the advertising ad connect with Jacqueline for details. Any extra books that are donated and not sold during the sales, will be donated to the school and used around the school in areas like the fun room.

Karak & Marri Performance DVD

Mystrie Monck is editing the recording and finalising the details with Kylie Barr. We are hoping to sell the recording via Square which will eliminate the cost of producing an actual DVD.

Discussion Notes: Content is now ready to go with editing complete. Discussed if best to have as a downloadable version, USB or DVD. Suggestion would be the performance is on sale for \$15 and we will take pre order.

Mystrie and Steve will discuss and finalise the best way to make accessible for families to purchase. More info to follow.

Poster Volunteer

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

Notes: Mia will support.

ACTION: Mia to update posters

P and C Committee Profiles:

Mystrie has kindly offered to support with the drafting of these profiles.

Town of Bassendean- Grants- Karen Ross

Town of Bassendean have launched a 'grants hub' - this is a collaboration with GrantGuru to provide a one-stop portal for grant listing and applications advice.

P&C to note this facility is available and should be considered when arranging events involving the school community.

Fathering Project:

Discussion Notes:

Rob Little met with the 'Fathering Project' to discuss the requirements as part of their membership. This involved two annual events for the Fathers and Father figures to come together where guest speakers present and two father and children events. Discussion amongst the existing fathers and father figures whom meet on a fortnightly basis at the Mens shed was had with no one wishing to take this forward at this stage.

ACTION: Proposal is for Rob Little to discuss with John Cramer and put a note out to the wider school community to see if there is anyone interested to take this forward. The proposal would be that this would be reviewed at the start of every year to look to reconnect with the Fathering Project.

Bogan Bingo:

Event for 2023

Paul Williams proposed a Bogan Bingo event for 2023. Paul is going to do some research and report back term 4 meeting.

Wine:

Rob Little looking at Fundraising opportunity and will keep us posted for term 4 opportunity.

9. Next meeting:

Tuesday 25th October

10. Meeting closed 7.55pm

Appendix 1: Treasurer's report July 2022

Financial Position To the best of my knowledge, as at 25 July 2022, a summary of the current financial position of Bassendean Primary Parents and Citizens Association is as follows:

	\$	\$
Starting Bendigo bank balance at 1 May 2022		17,424
Closing Bendigo bank balance as at 25 July 2022		14,719
Distribution of funds from April to July		
Uniform shop sales	5,887	
Uniform shop expenses	- 14,571	
Canteen sales	2,609	
Canteen purchases food & beverages	- 948	
WACSSO Fees	- 1,029	
Fundraising income and expenses		
Election day sausage sizzle	3,449	
Donation - Dave Kelly	1,000	
Mothers days (stall income less Flowers invoice)	485	
Everlasting seeds	559	
Containers for change	129	
Other	- 78	
Easter Raffle	1,021	
Projects and Donations to school		
Makerspace - benches	- 1,219	
Profit loss		
Total incoming	15,061	
Total outgoing	- 17,767	
Net profit for the period		- 2,706

Additional notes to this report:

The P&A was able to provide donations to school projects of \$1,219 during this period being to find material for the Makerspace benches.

The uniform shop and canteen are the major ongoing commitments are generating sufficient income to cover expenses with several significant uniform shop purchases made this period. This report includes income & outgoing from various events including:

- Election day sausage sizzle & cake stall
- Mother Day stall
- Everlasting seed sales
- Easter raffle

Income / expenses not included in this report (pending status update)

- Income from WA Newspapers vouchers competition \$5,000
- Donation committed for purchase of trikes
- Insurance – canteen and uniform stock approx. \$120

