

Bassendean Primary School P&C

General Meeting Minutes for Tuesday, 16th May 2023

Meeting commenced: 6.35pm

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.

Attendance: Sue Bartley (acting Principal), Nikki Rodgers, Mystrie Monck, Sophie Goldsmith, Paul Williams, Vince Austin, Sherryn Gallagher, Jennifer Bennett, Beth Rice, Tim Sadleir, Renee Lintern and Mia Mackay

Apologies: Louise Bell, Kayla Dean, Karen Ross, Rob Little, Rowena Rehak, Liv Bauer, Jacqueline Varris, Rosemary Mullan, Sheree Harris

2. Visitors: None

3. Call for amendments to Draft and Confidential Minutes of meeting held on 21st February 2023.

3.1 Acceptance of Draft and Confidential Minutes of P&C meeting 21st February 2023.

Motioned by Nikki Rodgers and carried by Paul Williams

4. Correspondence

4.1 Association's annual invoice for affiliation with WACSSO and Letter from Dave Kelly regarding the Clean Energy Technology Fund.

4.2 Out: Nil

5. Business Arising

Bogan Bingo!- Paul Williams

'Yeah, na! What a ride that was!' With an 11th hour change in venue and with lots of help from Nikki and Karen in calling basically every open space in Bassendean within 30min we relocated to Basso Hotel. Far from ideal, but we made it work. The main objectives for the event had the boxes ticked. It was volunteer-free (or minimal effort required on the night), and parents all got to socialise and have fun, breakeven event. In fact, I think we ended up making \$2000 profit with extra ticket sales and the SDFC refund!! Well done. Thank you to everyone that helped get this over the line.

Going forward... Is this something we do once a year or every other year? Being it's a fairly easy plug-and-play event for us (without having the venue change), we probably still would have made \$1000 if the event went as planned. Thanks, Basso Bogans!

Discussion during meeting: Those present agreed would love to include yearly parent's event. Another idea was a camp out for families.

Maker-Space Painting- Paul Williams

The meeting went well with the school and Sally. A brief was given on what the school wanted to achieve and a rough idea of the theme. Sally has since submitted a first draft designs just before the end of the semester. (See attached). Personal thoughts, I love the vibrant look and will definitely add

colour and fun to that side of the open space, while fitting in with the adjacent walls. Also seems easy enough for the kids to get stuck into.

Next steps: We will now meet on-site with all involved to discuss and make any changes needed. The meeting date is yet to be confirmed.

Meeting Discussion: Sally has produced some drafts. Initial discussion with Paul, Jacqueline Varris and Kylie Barr has been held. Paul will mark up current drafts with suggestions, discuss with Kylie then will brief Sally on changes before putting forward the two final two designs to the year 5/6 children (38) to vote. Suggestion this could be during River rangers time when all 5/6 are together. Suggestion to consider including Marri flower as part of the design.

Leanne Glossop - Bellcourt Property- Nikki Rodgers

Nikki Rodgers spoke to Leanne, we are going to have a poster on each of the street notice boards, saying, "Mention this ad and the school will receive a donation". Leanne will then ask potential sellers how they heard about her, and we will receive \$500 if they mention our ad. Is there any update on the posters?

Meeting discussion: Mystrie Monck advised Leanne has made final amendment and will have this printed then displayed. Intention is to also promote via our facebook page once complete. This has already been shared once.

DRUMBeat- Nikki Rodgers

Is there any update on DRUMBeat? Has the school purchased the drums yet and will there be a demo at assembly?

Meeting discussion: Sue Bartley provided update. Program commenced last week. The school is currently borrowing from Beechboro Primary School until ours own DRUMbeat drums arrive. They have now been ordered however not yet arrived.

6. General Business

Motion for payment of WACSSO annual invoice for affiliation:

Motion for payment that the WACSSO annual invoice for affiliation for schools with 301-400 students be paid. Amount for \$1117.75 if paid prior to 30 June 2023. Includes Affiliation, Insurance and conference (19-20 August 2023). Note: Affiliation fees include Public Liability and Volunteer Personal Accident Insurance.

Motioned by Mia Mackay and carried by Nikki Rodgers.

Vote 11/11 to support motion.

Meeting discussion: Intention to take the Neurodiverse art for display at the WACSSO conference this year. Will seek addition space to allow for this piece.

Motions for funding: Karen Ross Treasurer

Motion that canteen expenditure full year 2023 \$8,900 to cover stock and purchase of a replacement oven tray. Expect to break even.

Motioned by Karen Ross and carried by Mia Mackay.

Vote 11/11 to support motion.

Motion that uniform shop expenditure full year 2023 \$23,800 to cover anticipated purchase of stock for the full year 2023. Expect to break even

Motioned by Karen Ross and carried by Nikki Rodgers.

Vote 11/11 to support motion.

Solvency Statement Motion to be moved – The President has signed a positive solvency declaration on behalf of the Executive Committee for the financial statements 01/01/2022 to 31/12/2022 presented in appendix. Refer to Treasurer report for detail.

Motion for members to approve the financial statements as presented in treasurer's report for 01/01/2022-31/12/2022. Refer to Treasurer report for detail.

Motioned by Karen Ross and carried by Mia Mackay.

Vote 11/11 to support motion

Motion from Canteen: Kayla Dean Canteen Coordinator

Id like to put forward to the P & C if it would be possible to trial something for term 2. That every Canteen Day, every parent who volunteers puts their name in a hat. In weeks 5 & 10 Kayla Dean draws out a name and their child receives \$5 'credit' towards canteen (if they have more then 1 child they either split it or it's an incentive for the parent to help on more days to try and win again). Wouldn't be any extra undertaking as Kayla can add it into the book she already has set up for the birthday buckets. Provides some incentive to help keep volunteering in the canteen a fun and positive experience for all, but also not to take away from profits or making it too hard on Kayla.

Motioned by Kayla Dean and carried by Nikki Rodgers

Vote 11/11 to support motion.

Meeting Discussion:

- What's the purpose of the incentive? We agreed, aim was to encourage more parent support/help. Its unlikely to be a big incentive for the parents however perhaps its will be a drive for the kids to want their parents to help. If so, suggest we advertise to the kids. Mystrie Monck was happy to support with facebook and assemblies.
- Kayla Dean to manage and implement.

Phys Ed Motion- Nikki Rodgers

Nikki Rodgers would like to put forward a motion that we only have 1st, 2nd and 3rd ribbons for the carnivals. It will teach our children resilience, good sportsmanship and it's better for the environment.

Discussion and agreement:

- Discussed different options with aim to be more environmentally friendly and reduce landfill while considering motivation/encouragement for the children.
- Agreed - Kindy to year 2 receive participation stickers for all participants in addition to the places (1st, 2nd and 3rd etc. Years 3-6 places only (E.g. 1st, 2nd and 3rd places). The will result in a reduction of the amount of ribbons presented.
- There will continue to be a tin for collection of any unwanted ribbons in the office for those parents/children whom wish to recycle ribbons.
- Suggestion to reintroduce a Parent/ Teacher race.

Motioned by Nikki Rodgers and carried by Jennifer Bennett.

Vote 11/11 to support motion.

Fundraising Idea- Sherryn Gallagher:

Perth BBQ School could offer a couple of fundraising ideas:

- Spice Rub sales- Perth BBQ school make their own and could provide them cost. Currently they are stocked in a few shops around Perth and are pretty widely used. They could even make a special limited edition "basso blend" that is only available through school fundraising drives. It was suggested that we could do this around Father's Day
- Make your own burger packs. Similar to the feet up Friday. We could make up packs of minced Pattie's, buns, cheese etc and cooking instructions.
- Basso dads private masterclass. We could run a masterclass for the basso dads (and mums!) this may just be as a fun community activity and we run at a significantly reduced fee for school parents. Or normal fee and the difference donated to P&C

Discussion during meeting-

Masterclass:

- Aim for a parent networking event as opposed to fundraiser
- Suggested date Sunday 30th July 11-5pm.
- Participants would receive a reduced rate- off website managed by Sherryn Gallagher direct.
- Capacity is 35 max.
- Sherryn can create event via facebook and take bookings direct. Payment will be up front.

Fathers day:

- Spice rub pack.
- Can sell at cost for \$4 to the school then P and C can on sell at \$10.
- Discussion was for a special blend to be made for us call the 'Basso blend'.
- Idea would be for the product to go on sale via the square site and managed similar to that of the mothers day flowers.

Burger packs:

- Each pack will include- 6 burger patties, buns, cheese, pickles and seasoning (rub included) along with instructions
- Cost to the school will be \$32 then P and C would sell for \$40.
- Could replace feet up Friday and adopt same model- order through square and pick up from outside uniform shop.
- Sherryn will advise date.

Meeting Discussion: General discussion was we were all supportive of the three initiatives. Sherryn to finalise details and Mystrie will support with the marketing via facebook.

Faction Cross Country Run Reward

We have donated \$100 to fund the end of Faction Cross Country reward via Tammy McEwan. In previous years this 'reward' has been an icy pole for each child participating in the Faction cross country race. We have received the suggestion from a parent Karolina Iwaniuk to reward with warm milos in lieu of icy poles.

Meeting Discussion: Discussion was had around this suggestion and members present agreed for 2023 will remain with icy poles- main reasons being ease for volunteers and staff managing reward as well as caters for most allergies. Emily McPherson will support with managing these icy poles.

7. Reports

7.1 President's Report

Wow! How great was Term 1? And Term 2 has gotten off to great start also! There are so many people to thank, please forgive me if I miss anyone. ABSOLUTE HUGE THANKS to Paul for organising a very entertaining Bogan Bingo, well done, everyone had a ball! To keep the momentum going, I am going to book a venue for Saturday 15th June for an End-of-Term Windup and invite parents and staff. Also, THANK YOU to Liv, Rose, Sherryn and Tim for organising the Easter Raffle - I know there were lots of very excited kids, especially with double the amount of prizes this year. WELL DONE to Mystrie and Caroline for organising a beautifully thought out and engaging Neurodiversity Celebration Day, I know that this was greatly appreciated by kids, parents and staff. MASSIVE THANKS, again, to Rob and Nicole for organising the Mother's Day Flowers for the third year in a row! A BIG THANK YOU to Ashleigh for taking the lead on the Mother's Day Stall, which gave me the opportunity to have a stress-free break (this is the first year that I won't be here for the stall!) and to Natalie Barton-Leeson and all the other helpers for setting up and running the stall. And, a BIG SHOUT OUT to Kayla, for taking the initiative to organise a Mother's Day fundraiser at the Canteen and for doing an awesome job, together with her volunteers, in the Canteen for Term 1, keep up the great work. And SPECIAL THANKS to the Committee, for taking on some of my load, I am so grateful. We have all really pulled together year for the benefit of our kids and their school.

7.2 Principal's Report

Volunteers Morning Tea

Staff will hold a Volunteers Morning Tea on Friday 19 May 2023. We would be delighted if you could join us at 10.45am in the Staffroom so we can acknowledge your support and all you do to make the school such a wonderful place.

Freeze Frame Rapunzel

Through the generosity of Hawaiian we have been gifted the show Rapunzel on Tuesday 16 May 2023 at 9.30am. The show is brought to us by Freeze Frame Opera, who performed Hansel and Gretel at the school last year. There is no cost for students to attend this performance.

Neurodiversity Day

We all thoroughly enjoyed Neurodiversity Day. Thank you to Mystrie, Carolyn and Spike for a very enjoyable and interactive day.

It was very generous of the several parents who brought in a range of resources for our students to experience.

We hope we can continue this event annually with P and C support.

Mother's Day Stall

All the best for the Mother's Day Stall, it is always a wonderful and well supported event. The kids love it!

Happy Mother's Day to all the mums.

Maker Space Mural

Thank you to Paul for his support and for the initial concept designs from Sally for the maker Space Mural. We are hoping Kylie and Sally will do some consultation with the Year 5/6 students in the coming weeks to develop the final mural design later this term, to bring back to the P and C and staff.

Long Service Leave

I will be taking Long Service Leave between 8 May – 8 June 2023. Sue Bartley will be A/Principal in my absence. We will be joined by Donna Reid from 4 May 2023. Donna will take on the Deputy Principal's role.

I look forward to seeing you all on my return at the end of Week 7.

7.3 Treasurer Report:

Appendix contains the financial statements for the reporting period 01/01/2022 to 31/12/2022

Solvency Statement Motion to be moved – The President has signed a positive solvency declaration on behalf of the Executive Committee for the financial statements 01/01/2022 to 31/12/2022 presented in appendix.

Motion for members to approve the financial statements as presented.

Appendix : Treasurer’s Report February 2023

The following annual financial reports have been prepared to the best of my knowledge:
 Statement of Financial Position as at 31/12/2022
 Profit and loss report for the period 01/01/2022 to 31/12/2022

Statement of Financial Position as at 31st December 2022		
	\$	Notes
ASSETS		
CASH AT BANK		
Bank account - Commonwealth	-	96796144 - Closed & funds transferred to Bendigo
Bank account - Bendigo	19,773	159940337 6333-000
PETTY CASH		
Uniform shop	60	
Canteen	30	
P&C general	120	
OTHER		
Uniform shop stock	20,924	
LIABILITIES		
Nil	-	
TOTAL NET ASSETS		
	40,907	

Treasurers Income & Expenditure report 01/01/2022 to 31/12/2022		
	\$	\$
Starting Bendigo bank balance at 01 January 2022		18,686
Closing Bendigo bank balance as at 31 December 2022		19,773
Movement in Bank		1,087
Distribution of funds from January to December 2022		
Uniform shop sales	23,412	
Uniform shop purchases	- 34,728	
Canteen sales	9,114	
Canteen purchases food & beverages	- 3,486	
Fundraising activities		
Donation - Dave Kelly MLA	1,000	
Mothers day stall	1,623	
Everlasting seeds	539	
Containers for change	370	
Other	- 62	
Election day - sausages & cake stall	3,399	
Spooky Disco	1,998	
Mothers Day flowers	211	
Feed Up Friday - meals	324	
Cadbury Chocoaltes Box	290	
Easter raffle	1,026	
Movie Ticket sales - Bassendean Community Cinemas	112	
USB - Karak & Marri recording	543	
STEM Coupons - West Australian Newspapers prize	5,345	
Fathers Day Stall	2,975	
Zero Co Fundraiser	49	
Bogan Bingo (deposits)	- 726	
P&C donations made to school		
Makerspace - benches, equipment, activation	- 3,999	
Trikes x 3 - Early Childhood	- 1,800	
Donations to school - Literacy, sports supplies	- 4,300	
Year 6 Graduation	- 876	
Other		
WACSSO Fees	- 1,029	
WACSSO ticket	- 250	
Membership fees	11	
Profit loss		
Total incoming	51,556	
Total outgoing	- 50,468	
Net profit	1,087	

Appendix contains the Treasurers report for the reporting period 01/01/2023 to 30/04/2023

P&C Operations 01/01/2023 to 30/04/2023

Canteen

- Inclusive of birthday bucket sales arranged by Ash
- Canteen opened twice a week coordinated by Kayla.

Uniform shop

- Sheree opening shop once a week supported by online Square sales.
- Stock management recorded in Square portal.

Fundraising activities

- Movie night raised \$393 from raffle and stalls
- Bogan Bingo raised \$1,950 – organised as a break even event, a last minute cancellation at venue resulted in refund of venue hire, cleaning costs and bond. Bassendean Hotel hosted the event for no charge. Money raised from ticket sales and raffle with prizes raised from local community.
- Easter raffle raised \$967 from ticket sales with all prizes donated by school community.
- Containers for Change \$77 We have not held a 'car park' collection this year so incoming down in this activity.
- Neurodiversity day \$12 donations from students for free dress day
- Second hand stationary supplies \$30 Parents arranged a sale of second hand / surplus book list stationary items and generously donated funds raised to P&C.

Donations

P&C made the following donations during this period as per requests for funding presented at AGM:

- \$1,700 being \$100 per classroom for spend on supplies at teacher discretion
- \$3,600 Numeracy, literacy & Phys Ed supplies

Treasurer's Report February 2023

Appendix : Treasurer's Report February 2023

The following annual financial reports have been prepared to the best of my knowledge:
Profit and loss report for the period 01/01/2023 to 30/04/2023

Treasurers Income & Expenditure report 01/01/2023 to 30/04/2023		
	\$	\$
Starting Bendigo bank balance at 01 January 2023		19,773
Closing Bendigo bank balance as at 30 April 2023		26,119
Movement in Bank		6,345
Distribution of funds from January to April 2023		
Uniform shop		5,586
Sales	11,540	
Stock purchases	- 5,954	
Canteen		1,561
Sales	4,554	
Purchase food & beverages & supplies	- 2,994	
Fundraising activities		5,099
Bogan Bingo	2,334	
Easter raffle	1,250	
Mothers day flowers	967	
Movie night & Twilight market	364	
Neurodiversity free dress day	12	
Containers for Change	77	
Donation - general	95	
P&C donations made to school		- 5,300
Literacy & numeracy	- 3,000	
Classroom consumables - teachers discretion	- 1,700	
Phys Ed supplies	- 600	
Other		- 601
Karak Marri USB- final invoice	- 618	
Membership fees	17	
Profit loss		
Total incoming	21,211	
Total outgoing	- 14,865	
Net profit		6,345

7.4 Uniform Shop: Nil report received

7.5 Book Club:

Ed # 1 Sales - \$730 Rewards earned - \$81.80 Rewards spent - \$164.00
Ed # 2 \$582 \$59.25 \$182.00

Totals \$1312 \$141.05 \$346.00

7.6 Canteen:

Canteen Report Term 2 2023

The Canteen had an amazing term 1. Not only support from the students and families giving their children change to purchase their goodies. But all the volunteers who had my back, during all of first term as we found our footing, and how to make things run as smooth as possible.

The new menu received a lot of positive feedback. Not only the large amount of gluten free options available. But the multiple of choices where a hit. Not on the menu but a lil extra in the canteen we sold a Basso Trail Mix, which has been a great little seller. The response of the Juicie Tubes was insane! Yes, they sell at a higher price then past icy poles, but knowing these are a healthy and tasty alternative is a win win. We also found a popcorn seasoning that meets the traffic light system, Gluten free and tasty. We did a big batch 1 Friday to taste test and it was an absolute crowd pleaser, too quote 1 of the students "better then movie popcorn!!!"

This term there will be a few items swapped out and we are bringing back Gluten Free Nachos, mini muffins, and I'm introducing Pizza Slices Supplied by Just Pizza Co, who cater to a large amount of school canteens. We received a taste tester of 1 of their pizzas at the beginning of term 1 (taste tester was a whole slab they sell wow) and I cooked some for the office staff to trial. It received positive reviews so I will be introducing Ham Hero and Margarita for a Vego option. They are also made with wholemeal flour in the focaccia base. Which I found different but not overly noticeable. If they are a hit, I may order some different flavours and do a flavour of the week special or something. See how they go.

Also, in the last few weeks of term 1 we introduced separated lines. 2 line for years 1-3 and 2 lines for 4-6. They have been received well by the students and supporting staff on duty who have been a massive help getting the kids to learn to line up behind the red lines we have. It's helping us keep the counters from being overcrowded and to get through all the lines quicker. Once the 4-6 lines empty, any children left in the 1-3 lines filter across. It has helped us finish off the lines with 10-15 minutes before the final bell rings.

Over the school holidays I was looking through one of the canteen facebook pages I'm on. And a lot offer free food to the parents or kids who's parents volunteer in the canteen to help get helpers on canteen days. Id like to put forward to the P & C if it would be possible to trial something for term 2. Every Canteen Day, every parent who volunteers puts their name in a hat, In weeks 5 & 10 I draw out a name and their child receives \$5 'credit' towards canteen (if they have more then 1 child they either split it or it's a incentive for the parent to help on more days to try and win again). Wouldn't be any extra undertaking as I can add it into the book I already have set up for the birthday buckets (which is working out great to keep on top of). Trying to think of some incentives to help keep volunteering in the canteen a fun and positive experience for all, but also not to take away from profits or making it too hard on myself. Thoughts? Suggestions?

Lastly id like to say a massive thank you to all those who have volunteered in the canteen already. With your support I couldn't make this happen. And also, a big thank you to Mrs Varris, the teachers and EAs who have jumped in when iv made the call for help before service a few times in term 1. The support is greatly appreciated.

Until next time!

Kayla

Canteen Coordinator

7.7 Fathering Project: Nil report received

7.8 Health and Wellbeing Report:

The Bassendean Primary School P&C Health & Wellbeing Committee has made meaningful progress in establishing a long-term plan for supporting the health and wellbeing of students at Bassendean Primary School.

As this is the first year a committee and fund has existed for this purpose, our focus has been on research and consultation to establish the foundations for a sustainable long-term Health & Wellbeing plan.

We have defined a vision and goals and created three pillars to guide initiatives:

- Resilience (mental/emotional/social);
- Movement; and
- Connection (self, family, community, world).

In Term 1, we approved the purchase of drums to support the Drumbeat program and organised a Neurodiversity Celebration Day to raise awareness and celebrate differences. We extend a heartfelt thank you to the volunteers who provided support for this day.

In Term 2, we plan to purchase sensory tools, organise parent information evenings and consult with school staff, parents and students.

We have also identified a number of longer-term initiatives and welcome any ideas, feedback and input from the school community. Please feel free to contact us at mystrie.monck@gmail.com and carolyn.harding@gmail.com.

Sincerely,

Mystrie Monck & Carolyn Harding -Health & Wellbeing Coordinators

Meeting Discussion:

- Looking to have some loan sensory items.
- Mystrie will create a poll for parents to vote on what would be most useful.
- Sue Bartley has invited Mystie Monck to discuss with staff at the staff meeting Tuesday in week 9.
- It will be great to get some teachers input on what items will be on benefit.
- This terms funds will go to sensory items.

See appendix 1 for full report.

7.9 Fundraising Report

Funds Raised for 2023
\$393 Movie Night
\$2,015 Bogan Bingo

\$967 Easter Raffle
\$77 Containers for Change
\$143 Neurodiversity Day
\$30 Second-hand Stationary Stall
\$165 Mother's Day Flowers
Mother's Day Stall
\$3,790 RAISED SO FAR

Upcoming Fundraising Activities & School Events

Term 2

Mother's Day Flower Sales - Friday 12th May
Mother's Day Stall - Thursday 11th May
Everlastings Fundraiser - Monday 15th May - Louise Bell- Nikki will put on square tomorrow
Billy G's Cookie Dough Fundraiser - Ashleigh Keillor- 4 weeks notice required so will need to run in term 3
Cadbury Chocolate Sales - (Date TBC)

Term 3

Faction Carnival Cake Stall - Date TBC
Faction Carnival Sausage Sizzle - Date TBC
Father's Day Stall - Friday 1st September
Feet up Friday - (Date TBC) Reija Hurry & Nicole Little
Cadbury Chocolate Sales - (Date TBC)

Term 4

Spooky Disco - Friday 27th October
Graduation Morning Tea - Date TBC Renee Lintern happy to coordinate
Feet up Friday - (Date TBC) Reija Hurry & Nicole Little
Cadbury Chocolate Sales - (Date TBC)

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 - Liquor licence required if we run ourselves
Cookie Dough Fundraising
Honey Drive
Old Perth Road Markets - stall available for free
Cookbooks- Kayla Dean

8. Other business:

End of Term Parents get together: Nikki Rodgers

Nikki Rodgers suggested a local parent's end of term event as a school community connection (not fundariser). Nikki is going to book a venue once a term for an adults as end of term wind up. E.g. Friday/ sat night at a local venue like Berties.

9. Next meeting: Tuesday 1st August 2023

10. Meeting closed: 7.35pm