Swanbourne Primary Parents and Citizen Group Meeting 3 2021 - Minutes of Meeting

Wednesday 5th May 2021, 7.00pm Webex Online

Attendees	Apologies
Lauren Pavlich – President	Lorna Carter
Melissa Dove - Vice President	Emma Coyle
Gavin Hartley - Treasurer	Grace Jones
Belle Lyons – Secretary	Anna McGlew
David Knox – Principal	Steve O'Hara
Bec Robson – Vice Principal	
Peta Bennett	
Sophy Foreman	
Joy Gilmour	
Lee Nugawela	
Melissa Styles	
Matilda Toft	

ltem	Description of discussion	Action by
1	Welcome, Apologies and Membership Meeting commenced 7:28pm. Quorum formed.	Lauren Pavlich
2	Minutes of Previous Meeting Moved by Lauren Pavlich that Minutes of the meeting held on 14.03.2020 be taken as read and confirmed; seconded by Lee Nugawela; members supported.	Lauren Pavlich
3	Business arising from Minutes Actions items from previous Minutes: Unable to complete due to lack of full access to bank accounts. President or Treasurer needs to do this. Action: Gavin Hartley to find out how to cancel paper statements. Daniel Lee to investigate options for the canteen and consider changing suppliers. Action: Daniel Lee to investigate options for the canteen and consider changing suppliers. Action: Daniel Lee to investigate options for the canteen and consider changing suppliers. Georgie Cunningham to contact teachers and finalise a date for the Year 6 event. Action: Lauren Pavlich to email Georgie Cunningham and determine if there is a need to contact teachers and finalise a date for the Year 6 event. Belle Lyons to organise updating school website to list Rebecca King as Defence Force Representative. Completed. Lauren Pavlich to investigate presenting funds to a council representative. Completed. Lauren has contacted Basil Zempilas and this is in the pipeline. Matt Dowd to organise Connect notification on behalf of the Board re expressions of interest to join the working party for Board Master Plan Committee. Not completed. Matt Dowd not present. Action: Matt Dowd to organise Connect notification on behalf of the Board re expressions of interest to join the working party for Board Master Plan Committee.	Lauren Pavlich

- 7. Bec Robson to look into the Education Department replacing the grass outside the Year 1 area.
 - Completed.
 - Bec Robson has completed the template and is waiting on feedback from Matt Dowd.
- 8. Matilda Toft to identify list of priorities for busy bee in Year 1/Kindy area.
 - Competed.
 - Busy Bee is to be held on the 21st of May.
 - Action: Lauren Pavlich to organise Connect notice and message to class reps via WhatsApp re. busy bee to be held on the 21st of May.
- Lauren Pavlich to organise message to class reps (including Google Docs spreadsheet) to distribute to all parents via WhatsApp regarding Year 1/Kindy area busy bee.
 - Completed.
- 10. Bec Robson to discuss with David Knox and Lauren Pavlich about putting a Connect notice out re: P&C voluntary contributions.
 - Not completed.
 - Action: Bec Robson to discuss with David Knox and Lauren Pavlich about putting a Connect notice out re: P&C voluntary contributions.
- 11. Lauren Pavlich and Mel Dove to look into running a cyber safety information evening.
 - Completed.
 - Have investigated several different organisations and aim to hold an event in Term 3 or 4.
 - We will consider setting this up as a fundraising event.
 - Moved by Lauren Pavlich that the Executive Committee will agree to the cost of the guest speaker via Executive approval when required; seconded by Gavin Hartley; members supported.
- 12. Lauren Pavlich to create Class Reps WhatsApp group.
 - Completed.
- 13. Gavin Hartley to summarise the process of outgoing payments for the P&C.
 - Completed.
 - Action: Belle Lyons to send Gavin Hartley contact details for Executive Committee members.
- Lauren Pavlich to discuss with Zoe Moss the sale of sweatbands/caps etc. for the Athletics Carnival and Cross Country.
 - Completed.

4 Correspondence **Belle Lyons** The Bark Bequest - information pamphlet P&C Uniforms - pamphlet Story Dogs - fundraising information Scitech - offer to host fundraising events plus information booklet WACCSO - 2021 Handbook WACCSO - P&C Voice Term 1 2021 5 President's Report Lauren Pavlich Great start to term 2 and no real issues to report or discuss Other information presented in Fundraising section. 6 **Principal's Report** David Knox Term 2 We're off to a really positive start to the term and it's great to see all of our students so positive and engaged in their learning experiences. **Fundraising** o On Friday 30 April 2021 our Student Leadership Group (SLG) held a fundraiser for the Perth Children's Hospital (PCH) via sponsoring a division (The Swanbourne Strivers) in the PCH Tennis Classic 2021 at the Cottesloe Tennis Club. Our children dressed up in sporting attire and had whole school singing and dancing in the school hall, led and conducted by our SLG at recess for the ECE and lunch time for the rest of the school. We raised \$468.20 which is on top of the 347.00 they raised for the Telethon Kids Institute in Term 1. The leadership shown by this group is excellent and I'm really impressed with how the group is shaping up as leaders. The group are also doing an exceptional job as Peace Rangers and various other duties that they perform around the school. We're fortunate to have students of this calibre to support us in the smooth running of the school. **Before School** o Between Running Club, Oval Games, Homework Club, Hockey, Art Club, Choir and Band, the times from 8.00am and 8.35am really are productive at Swanbourne and a great way to start the day. While most schools do not allow students on site until bell time, we really value these times with our students in the knowledge that the extra few hours in a week are well worth it for the overall holistic development of each student. Parents and caregivers are more than welcome to attend these sessions, and it's great to see so many participating. COVID-19 We are now back in Phase 4 Restrictions with facemasks mandated for all on site except for students and children. Assemblies can now go ahead provided we're all wearing face masks and social distancing, which we do.

7 Treasurer's Report

- See attached reports.
- Moved by Lauren Pavlich that financial reports dated May 2021 be taken as read and confirmed; seconded by Lee Nugawela; members supported.

Gavin Hartley

8 Sub-Committee Reports

Social and Fundraising Committee

- Scitech Evening in Term 3
 - Consider holding Scitech evening in place of junior school disco and/or senior school disco.
 - Action: Lauren Pavlich and David Knox to develop a plan for a Scitech evening in Term 3.
- Swannie on the Green
 - o Consider for Term 1 2022 in place of Welcome BBQ.
 - o "Wine wall" as a fundraiser.
 - o Consider booking live music and food trucks.
 - Adults only event.
 - Action: Matilda to explore using a local Uni student for planning and event management as part of their uni course/assignment requirements.
 - Action: All members to consider ideas for Swannie on the Green 2022; Belle Lyons to put on agenda for next meeting.
- Splash Down 2021
 - Booking for slides has been made.
 - Moved by Lauren Pavlich that cost for the Splash Down 2021 will be \$5/child and \$10/family; seconded by Joy Gilmour; members supported.
- Cross Country 2021
 - Enough leftover merchandise to be sold for Cross Country but consider socks, caps and zinc for Athletics carnival in term 3.
- Run for Fun 2021
 - Zoe Moss may consider running this event later in the year.

Environmental Committee

- Containers for Change
 - Going exceptionally well so far!
 - \$430 in total raised in 2021.
 - Collins \$252 raised during March.
 - Morrison \$175 raised so far in the first five days of May.
 - We need to think about what we'd like to spend the money raised on.
 - Something with an environmental spin.
 - Maybe a large, established tree that works in with the future plans for the school grounds?
- 'Worn Up'
 - We are donating any unusable/damaged uniform items with the school logo to "Worn Up".
 - o We are asking for a gold coin donation to cover freight costs.
 - All hats, shorts, bags, (non-logo items) will be sent to Bidyadanga school – will be facilitated by Bec Robson.

Lauren Pavlich

Sophy Foreman

Uniform Shop

General

- Tudor will pay 70% buyback for items we hold from other suppliers and 100% for their items.
- Swim caps.
 - We have 120 swim caps and can either write them off or the P&C can buy them.
- o Library bags.
 - The P&C donate library bags annually for the new Kindy cohort.
 - Once we transition to outsourcing, they will go from the current price of \$5.50 up to \$8.00. We could order more direct from the wholesaler before 1st July.

Second-hand uniform coordinator role

- Responsibilities include:
 - Collecting, sorting, cleaning, repairing uniforms; and disposing of unsuitable second-hand donations.
 - Forwarding unwanted items to Worn Up Representative.
 - Maintaining supply to office for spares for "accidents" for younger classes.
 - Handling queries and issuing second-hand items as requested by community.
 - Managing gold coin donations to Manna Inc.
 - Running second-hand sales.

Uniform liaison role

- Responsibilities include:
 - Managing emails.
 - Managing information to be sent out to the community e.g., new prices, deadlines, reminders for ordering swim caps for swim carnival etc.
 - Issuing out weekly orders to classrooms.
 - Liaising with Tudor, the school, and the P&C.
 - Organising Back to School fitting day.
 - Maintaining fitting kit for try ons.
 - Signing off on colour dips (approving collar tones with polo material).
 - Maintaining uniform information on the website in conjunction with Lori.
 - Cleaning out uniform stock room.
- Moved by Lauren Pavlich that we purchase 120 swimming caps at market price with a view to sell them in 2022; seconded by Sophy Foreman; members supported.
- Moved by Lauren Pavlich that we purchase 70 blue library bags at \$5.50 before June 30th which will be written off as a donation; seconded by Sophy Forman; members supported.
- Action: Bec Robson to liaise with Anna McGlew and consider holding a second-hand uniform sale.
- Action: Lauren Pavlich so send out WhatsApp notice to class reps re second-hand uniform sale.
- Action: All members to investigate possibilities to fill the roles of second-hand uniform coordinator and uniform liaison coordinator.
- Action: Belle Lyons to find out price of swimming caps and let Lauren Pavlich know.

Anna McGlew (via email)

Lauren Pavlich

9	Funding requests ■ No funding requests.	Lauren Pavlich
10	Other Business No other business.	Lauren Pavlich
10	Closure ■ Meeting closed at 9:09pm. ■ Next meeting Wednesday 9 th June 2021	Lauren Pavlich

CAMADIS COLUMN C			
SWANBOURNE PRIMARY SCHOOL			
PARENTS & CITIZENS ASSOCIATION INCORPORATED			
SUMMARY OF CASH ON HAND			
27TH APRIL, 2021			
(NOTE - PREPARED ON A 'CASH' BASIS)			
General	A/c 253561		35,078.98
Interest	A/c 368860		12,876.02
Canteen	A/c 451808		8,939.98
Uniforms	A/c 451795		35,557.75
TOTAL FUNDS AT 27TH APRIL, 2021			\$92,452.73
COMMITMENTS AT 27TH APRIL, 2021	Estimate	<u>Paid</u>	<u>Balance</u>
Tudor invoice #19032 due Monday 3rd, May	3,833.75		3,833.75
TryBooking Hot Cross Buns/Banked \$1,747.90	1,700.00		1,700.00
Swimming lanes	400.00	683.10	
Environment - Vegie patch	739.00		739.00
Special circumstances	500.00		500.00
Budget contribution	2,638.00		2,638.00
Welcome night	1,500.00		1,500.00
Covid 19 fund	2,000.00	77777	2,000.00
Year 6 boat cruise	1,000.00		1,000.00
Shade sail	5,000.00	4,734.40	
TOTAL ESTIMATED COMMITMENTS			\$13,910.75

0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0													
GENERAL A/C'S													
A/c 2253561 & A/c 368860													
27TH APRIL, 2021													
				\rightarrow	-								
DETAIL	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JULY 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2021	TOTAL
OPENING BALANCE	39,578.58	38,483.09	35,197.18	42,679.00									
Receipts													
Membership fees		14.00											
P&C levies/OSKO?			25,681.55	8,383.00									
Fundraising-Recycling	2.70	16.20	46.30	202.20									
Transfers		2,800.00											
Interest received	0.41	60.0		0.11									
TryBooking HCBuns				1,747.90									
Dpst Square 1 Apr/Stall sales				128.50									
Dpst Claremont 15 Mar ??				675.05									
Dpst Square 15 Mar ??				411.01									
Total receipts	3.11	2,830.29	25,727.85	11,547.77									
Experiorine													
2/3 levies paid to SPS	1.098.60		17.121.03	5.588.67									
Social-Welcome night music		300.00											
Fundraising-Vendor payments			1,125,00										
Fundraising-Reimbursements		431.00											
Welcome night staging		650.80											
Shade sails		4,734.40											
Claremont pool hire				477.00									
Claremont pool hire ??				206.10									
Total payments	1,098.60	6,116.20	18,246.03	6,271.77									
CLOSING BALANCE	\$38,483.09	\$35,197.18	\$42,679.00	\$47,955.00									
				00 010									
General - A/c 253561				35,078.98									
Interest - A/c 368860				12,876.02									
				\$47,955.00									

8,566.63 13,544.57 \$8,939.98 13,917.92 TOTAL JAN 2021 FEB 2021 MAR 2021 APR 2021 MAY 2021 JUN 2021 JUN 2021 JULY 2021 AUG 2021 SEPT 2021 OCT 2021 NOV 2021 DEC 2021 12,091.39 1,176.40 4,327.81 \$10,306.11 \$9,507.08 \$12,091.39 \$8,939.98 9,507.08 5,389.26 2,804.95 10,306.11 2,000.97 2,800.00 13,917.92 3,611.81 Canteen a/c 451808 27th April, 2021 **OPENING BALANCE** CLOSING BALANCE Payments SPS P&C Receipts DETAIL

16,439.64 1,551.44 3,830.75 5,484.19 24,602.30 \$35,557.75 TOTAL JUN 2021 JULY 2021 AUG 2021 SEPT 2021 OCT 2021 NOV 2021 DEC 2021 FEB 2021 MAR 2021 APR 2021 MAY 2021 447.09 37,173.16 2,062.50 \$16,439.64 \$31,374.39 \$37,173.16 \$35,557.75 2,062.50 1,551.44 31,374.39 3,319.69 9,118.46 102.00 16,439.64 102.00 15,036.75 16,439.64 JAN 2021 Payments Deft Insrnc Inv 117759 PermapleaOL44880/2 Quality Ap Tudor SPS P&C Uniform A/c 451795 **OPENING BALANCE** CLOSING BALANCE TOTAL PAYMENTS 27TH APRIL, 2021 RECEIPTS DETAIL