

Swanbourne Primary Parents and Citizen Group

Minutes of Meeting

Wednesday 13th May 2020, 7.00pm

Zoom Online

Attendees	Apologies
Lauren Pavlich – President	Matt Dowd
Melissa Dove - Vice President	Anna McGlew
Steve O’Hara – Treasurer	Olga White
Belle Lyons – Secretary	
Rebecca Robson – Acting Principal	
Peta Bennett	
Megan Bye	
Lorna Carter	
Emma Coyle	
Sophy Foreman	
Eloise Harris	
Michelle Maple	
Zoe Moss	
Jacki-Lee Munkton	
Lee Nugawela	
Tom Orchard	
Cathy Osan	
Amanda Spalding	

Item	Description of discussion	Action by
1	<p>Welcome, Apologies and Membership</p> <ul style="list-style-type: none"> ▪ Meeting commenced 7:06pm. ▪ Quorum formed. 	Lauren Pavlich
2	<p>Minutes of Previous Meeting</p> <ul style="list-style-type: none"> ▪ <i>Moved by Lauren Pavlich that the Minutes of the meeting held on 25.03.2020 be taken as read and confirmed. Seconded by Tom Orchard. Members supported.</i> 	Lauren Pavlich
3	<p>Business arising from Minutes</p> <p>Actions items from previous Meeting:</p> <ol style="list-style-type: none"> 1. Tom Orchard to add Melissa Dove as an account signatory. <ul style="list-style-type: none"> ○ Partially completed. ▪ Action: Tom Orchard and Melissa Dove to finalise documents for Melissa Dove to be an account signatory 2. Lorna Carter to contact Amanda Spalding to discuss developing a school wide competition that isn't sports based. <ul style="list-style-type: none"> ○ Completed. ○ More work to be done when COVID-19 restrictions are lifted. ○ Current considerations include having an Olympiad type theme with a number of different competition areas with the aim of involving as many children as possible. For example: <ul style="list-style-type: none"> ▪ Literacy: story writing, spelling bee, write a newspaper article. ▪ Art competition. ▪ Challenge on stem subjects. ▪ Action: Lorna Carter and Amanda Spalding to contact Isabella Ryman and Jane Crawford to request their involvement in the initiative; and also to consider and approach other individuals who may be interested in being involved. Also to collaborate ideas and logistics for discussion at next meeting. 3. Lauren Pavlich to look into options for a community event to be held at the beginning of Term 4. <ul style="list-style-type: none"> ○ Completed. ○ Further discussed in President's Report. 4. Sophy Foreman to look into methods by which dental waste can be disposed of. <ul style="list-style-type: none"> ○ Completed. ○ Discussed further in Environmental Committee report. 5. Rebecca Robson to put P&C Meetings on the Term Planner. <ul style="list-style-type: none"> ○ Completed. 6. Lauren Pavlich to check if funds designated to Netball equipment are outstanding. <ul style="list-style-type: none"> ○ Not completed. ○ Lauren Pavlich has contacted Taury Wainwright via email and is waiting to hear back. ▪ Action: Lauren Pavlich to check if funds designated to Netball equipment are outstanding 	Lauren Pavlich

	<ol style="list-style-type: none"> 7. Lauren Pavlich to draft a Connect notification regarding the COVID-19 relief fund informing parents that there are funds available for supporting families and students during this crisis and that applications for funds are confidential. Rebecca Robson and P&C contact details to be listed on the notification and it made clear that either party can be contacted. Open the Connect notification by outlining that due to the current crisis the P&C will be more focussed on community building than on fundraising for the foreseeable future. <ul style="list-style-type: none"> o Completed. 8. Lauren Pavlich to draft ideas for the COVID-19 fund definition and pass via Executive approval. <ul style="list-style-type: none"> o Completed. 9. Emma Coyle to draft an article for the next newsletter requesting parents to support businesses in our local community. <ul style="list-style-type: none"> o Completed. 	
<p>4</p>	<p>Correspondence</p> <p>President</p> <ul style="list-style-type: none"> ▪ Shenton College <ul style="list-style-type: none"> o Magazine #1 2020 <p>Treasurer</p> <ul style="list-style-type: none"> ▪ Westpac <ul style="list-style-type: none"> o General account statement 31.12.19 – 31.03.20 ▪ Commonwealth Bank <ul style="list-style-type: none"> o Canteen account statement 01.01.20 – 31.03.20 <p>Secretary</p> <ul style="list-style-type: none"> ▪ Guy and Krysta Terry <ul style="list-style-type: none"> o Request to be added to P&C mailing list <p>Principal</p> <ul style="list-style-type: none"> ▪ Perm-a-pleat <ul style="list-style-type: none"> o Notice of production delays <p>Canteen</p> <ul style="list-style-type: none"> ▪ School Canteen Association Inc <ul style="list-style-type: none"> o Invitation to networking meeting 02.04.2020 ▪ ASCA <ul style="list-style-type: none"> o Canteen News <p>Environmental Committee</p> <ul style="list-style-type: none"> ▪ Scouts WA <ul style="list-style-type: none"> o Scouts WA Recycling - collection services for schools <p>Uniform Committee</p> <ul style="list-style-type: none"> ▪ Perm-a-pleat <ul style="list-style-type: none"> o Notice of production delays <p>Fundraising Committee</p> <ul style="list-style-type: none"> ▪ Laminated advertising signs from the 2109 election BBQ <p>Sports carnivals and cross country</p> <ul style="list-style-type: none"> ▪ The usual sports carnivals and cross country will happen this year, however most probably not at the usual times. May be next term instead. 	<p>Belle Lyons</p>

5 **President's Report**

Staff Lunch Term 1

- This event was a great success and was well received by the teachers.
- Bec Robson reported it was a great morale booster for the end of the Term.

Staff Welfare check due to COVID-19 disruptions

- Bec Robson reported that the teachers have done an amazing job.
- Teachers are very happy the children are back in the classroom.

Community cohesion

- General feel is that community spirit is very high.
- Zoe Moss noted that Swanbourne has very much thrived on helping and giving to others eg. Food Bank drive.
- Unfortunately, there are some year level WhatsApp groups that have involved negative conversations and these need to be addressed. This issue is discussed further in the Principal's Report.

Swanny Business Directory

- Swanny business directory is nearly collated.
- Lauren Pavlich plans to send out a final call out for inclusions then finalise.

Uniform update

- The new uniform is likely to be rolled out for the start of 2020 with a two-year window for crossover between the new and old uniform.
- **Action: Bec Robson to notify parents via Connect that Bidyadanga and Kmart t-shirts can be used as faction shirts throughout the uniform transition.**

Post COVID-19 Community Cohesion Event – Art Bar and/or Year Level Events

- Art Bar
 - The main purpose of this event is to bring the community back together after COVID-19 restrictions have been lifted, however there will be a small fundraising component to the event also.
 - An Art Bar event is intended to be held Week 2 Term 4 (Friday 23rd of October) dependent upon any COVID-19 restrictions in place.
 - This date is to be confirmed once Bec Robson has finalised dates for other school events.
 - The Fundraising Committee will be primarily responsible for organisation and implementation of this event with support from the school admin team, Lauren Pavlich and the P&C body.
- Year level events
 - In addition to the whole school Art Bar event, the possibility of Class Reps organising individual events for each Year Group at the end of Term 2/beginning of Term 3 was discussed.

Lauren Pavlich

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Principal's Report

Term 2 Commencement

- Considering the climate created by COVID-19 restrictions the administration team and teaching staff have had a very smooth start to Term 2.

Food drive

- Thanks to Zoe Moss for initiating the Food Bank drive.
- A huge amount of food and perishable donations were received - events like this really bring the Swanny community together.

Uniforms

- The school is organising uniform drives and second-hand uniform sales in order to minimise the amount of money parents need to spend on uniforms in the next six months before the new uniform items become available.

Year Level WhatsApp Groups

- A number of teachers and parents have been upset with some of the conversations on year level WhatsApp groups.
 - Negative discussions on these forums damage the amazing community spirit we have at Swanny.
- Please encourage other parents who have any concerns to approach the admin staff directly.
 - Myself, Cathy and Sue are always available to meet with parents and discuss any concerns or issues they may have.

▪ Action: Lauren Pavlich, Megan Bye and Emma Coyle to put out a Connect notification outlining the P&C's concerns with respect to communication to the community and outline the role of Connect, Whatsapp and what they are to be used for.

Rebecca Robson

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Treasurer's Report

- See attached reports.
- Unknown deposit
 - \$22 was deposited into the General account from an unknown source.
 - Action: Steve O'Hara to send Bec Robson details of the unknown \$22 deposit into the General Account. Bec Robson to identify the source of this transaction.
 - Action: Steve to correct the COVID-19 commitment as it should be \$2,000 as per the previous meeting.
- No motion was put forward that the financial reports dated May 2020 be taken as read and confirmed.
 - Action: Lauren Pavlich to pass the Financial Reports dated May 2020 as read and confirmed via Executive approval.

Steve O'Hara

Uniform Shop Report

Zoe Moss

- Sales
 - March 2020 - \$2231 (2019 was \$2916)
 - April 2020 - \$804 (2019 was \$3377)
 - Lower sales are due to shop closure due to COVID-19.
- Current Stock holding value
 - \$12,564
- Health and Safety for COVID-19
 - All surfaces in the shop are disinfected upon entering and leaving, including door handles etc.
 - Appropriate hand hygiene is observed, and hands are sanitised regularly throughout the order packing process.
 - Disinfectant is sprayed on packaging prior to delivery.
 - Office staff (thank you Lori) collect and deliver items directly to students.
- Plans for the remainder of 2020
 - Move to bulk pre-orders once a term (approximately). Still use existing Flexischools system but will not pack twice a week. Will ask for orders to be placed within a two-week timeframe. Will be delivered about a month after close date (very similar to start of year process).
 - Urgent orders to contact me to arrange, still put through Flexischools system.
 - Minimise returns and exchanges.
 - Sizing charts to be added to website for people to refer to (currently being collated).
 - Rationale
 - Due to COVID-19 restrictions aim to minimise contact.
 - Also to minimise current uniform stock in preparation for the introduction of the new uniform next year.
 - I will continue to offer assistance for urgent orders, or new families as possible.
 - Will utilise this process to ascertain order quantities for new uniform stock in late Term 3 once suppliers have been determined.
 - To support people under financial pressure etc. some leeway will be given for non-standard clothing items until new uniform is introduced.
 - Discounted items
 - Offer discount on wet weather jackets (now \$25 rather than \$32) to encourage sales as item will be discontinued.
 - Offer \$10 on very small numbers of remaining track pants and micro fibre pants for cooler weather (leftover stock of discontinued items)
 - People who require leggings/track pants for cooler weather will be encouraged to buy at department stores (Kmart, target, best and less, big w) and can choose **either** royal blue, or navy as we will transition to navy bottoms with new uniform introduction next year.

- **Communications**
 - A communication will be sent out tomorrow to the community via Connect and also via parent reps to ensure all parents are aware of the changes.
 - This will include clarification for the community on:
 - Confirmation that new uniforms are to be introduced Term 1 2020.
 - An intended transition period of two years.
 - Send reminders of upcoming events (such as athletics carnival etc.) that parents need to consider when advance ordering.
 - Set up a link or direction to sizing charts on the school website.
 - Exchange/return policy guidelines

Social and Fundraising Committee

- **Art Bar**
 - Discussed in President’s Report
- **State Election later in the year**
 - If possible the usual fundraiser (sausage sizzle and cake stall) will be run on the day of the Election.
 - This will be discussed and considered closer to the time.

Environmental Committee

- **Colgate Community Garden Challenge**
 - This initiative will be put on hold due to COVID-19 and reconsidered in 2021.
 - Dental Waste disposal
 - Sophy Foreman is taking care of this.
- **Veggie patch**
 - Discussions are underway with Roger Hunt to gauge his interest in getting the veggie patch back online once COVID-19 restrictions have been sufficiently relaxed.
 - Discussions are ongoing regarding making the area into a bush medicine garden instead of a veggie patch.

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Funding requests

- No funding requests.

Lauren Pavlich

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Other Business

- **COVID 19 Relief Fund**
 - Covid-19 Relief Fund was passed by Executive approval since the last Meeting.
 - No requests have been made for financial assistance from the COVID-19 fund to date.
 - 19:00
 - *Moved by Lauren Pavlich that the COVID-19 Relief Fund remains open and active as previously outlined and is reconsidered at the next Meeting. Seconded by Sophy Foreman. Members supported.*
 - *Action: Bec Robson and/or Lauren Pavlich to put notice on Connect informing parents that the COVID-19 Relief fund remains available*

Lauren Pavlich

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Closure

- Meeting closed at 8:48pm.
- Next meeting Wednesday 17th June 2020 7:00pm – 8:30pm.

Lauren Pavlich

Swanbourne Primary School P&C Reporting
2020

General Monthly Report and Annual Summary

	Jan-2020	Feb-2020	Mar-2020	Apr-2020	May-2020	Jun-2020	Jul-2020	Aug-2020	Sep-2020	Oct-2020	Nov-2020	Dec-2020	YEAR TO DATE	Commitments at April
Receipts														
Memberships fees	-	22.00	-	-	-	-	-	-	-	-	-	-	22.00	Swimming lanes 566.00
P&C Levies	2,381.90	25,789.75	4,015.15	-	-	-	-	-	-	-	-	-	32,186.80	P&C Admin fees 1,766.94
Fundraising - C19 Merch Relief	-	-	-	22.00	-	-	-	-	-	-	-	-	22.00	Environment - Veggie patch 739.00
Fundraising -	-	-	-	-	-	-	-	-	-	-	-	-	0.00	Special circumstances 500.00
Fundraising -	-	-	-	-	-	-	-	-	-	-	-	-	0.00	Bidgy contribution 2,638.00
Fundraising - Seedling sales	-	10.00	-	-	-	-	-	-	-	-	-	-	10.00	Netball equipment 500.00
School Banking	70.00	-	-	-	-	-	-	-	-	-	-	-	70.00	COVID-19 Fund 500.00
Transfers	-	-	-	-	-	-	-	-	-	-	-	-	0.00	Total commitments 7,209.94
Interest received	1.27	1.21	1.76	1.36	-	-	-	-	-	-	-	-	5.60	Uncommitted Funds 15,856.43
Total Receipts	2,453.17	25,822.96	4,016.91	23.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,316.40	
Expenditure														
Affiliation fees	-	-	39.60	-	-	-	-	-	-	-	-	-	39.60	
Admin costs	-	-	-	-	-	-	-	-	-	-	-	-	0.00	
2/3 Levies paid to SFS	1,587.93	17,193.17	2,676.77	-	-	-	-	-	-	-	-	-	21,457.87	
Projects - Slag	-	-	-	-	-	-	-	-	-	-	-	-	0.00	
Project - Bidyadanga	-	-	-	-	-	-	-	-	-	-	-	-	0.00	
Kindy books	-	-	-	-	-	-	-	-	-	-	-	-	0.00	
Chaplaincy	-	-	-	-	-	-	-	-	-	-	-	-	0.00	
GRIP Leadership Event	-	-	858.00	-	-	-	-	-	-	-	-	-	858.00	
Whiteboards	-	-	-	-	-	-	-	-	-	-	-	-	0.00	
Tables	-	-	-	-	-	-	-	-	-	-	-	-	0.00	
Christmas Decorations	-	-	-	-	-	-	-	-	-	-	-	-	0.00	
Swimming lane hire	-	-	-	178.65	-	-	-	-	-	-	-	-	178.65	
Social - Teacher's Lunch	-	-	284.50	-	-	-	-	-	-	-	-	-	284.50	
Social - Welcome night music	-	-	250.00	-	-	-	-	-	-	-	-	-	250.00	
Transfers	-	-	-	-	-	-	-	-	-	-	-	-	0.00	
Year 6 Graduation books	-	-	-	-	-	-	-	-	-	-	-	-	0.00	
Year 6 graduation pizzas	393.30	-	-	-	-	-	-	-	-	-	-	-	393.30	
Whiteboards	-	-	-	-	-	-	-	-	-	-	-	-	0.00	
Fundraising -	-	-	-	-	-	-	-	-	-	-	-	-	0.00	
Fundraising -	-	-	-	-	-	-	-	-	-	-	-	-	0.00	
Fundraising -	-	-	-	-	-	-	-	-	-	-	-	-	0.00	
Fundraising -	-	-	-	-	-	-	-	-	-	-	-	-	0.00	
Total expenses	1,981.23	17,193.17	4,108.87	178.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,461.92	
Monthly Profit/(Loss)	\$471.94	\$8,629.79	(\$91.96)	(\$155.29)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,854.48	
Bank Balances														
Start of month	14,211.89	14,683.83	23,313.62	23,221.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,211.89	
End of month	14,683.83	23,313.62	23,221.66	23,066.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,066.37	
Difference	471.94	8,629.79	(\$91.96)	(\$155.29)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,854.48	
Check	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Comments:

Please note this report is prepared on a cash basis.

**Swanbourne Primary School P&C Reporting
2020**

Canteen Monthly Report and Annual Summary

	Jan-2020	Feb-2020	Mar-2020	Apr-2020	May-2020	Jun-2020	Jul-2020	Aug-2020	Sep-2020	Oct-2020	Nov-2020	Dec-2020	YEAR TO DATE
Revenue													
Sales	0.00	2,547.70	4,666.85	165.61									7,380.16
Interest received	0.45	0.47	0.78	0.69									2.39
Other revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	0.45	2,548.17	4,667.63	166.30									7,382.55
Expenses													
Purchases	0.00	0.00	3,145.60	3,301.62									6,447.22
Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total expenses	0.00	0.00	3,145.60	3,301.62									6,447.22
Monthly Profit/(Loss)	\$0.45	\$2,548.17	\$1,522.03	(\$3,135.32)									\$935.33
Bank Balances													
Start of month	5,345.57	5,346.02	7,894.19	9,416.22	6,280.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,345.57
End of month	5,346.02	7,894.19	9,416.22	6,280.90									6,280.90
Difference	0.45	2,548.17	1,522.03	(3,135.32)									935.33
Check	0.00	0.00	0.00	0.00									0.00

Comments:

April 2020 bill to be paid in May

Please note this report is prepared on a cash basis.