

Item	Description of discussion	Action by
1	<p>Welcome, Apologies and Membership</p> <ul style="list-style-type: none"> ▪ Meeting commenced at 7:06pm. ▪ Quorum formed. ▪ No new members. 	Lauren Pavlich
2	<p>Minutes of Previous Meeting</p> <ul style="list-style-type: none"> ▪ <i>Moved by Lauren Pavlich that Minutes of the meeting held on 19.09.2020 be taken as read and confirmed; seconded by Anna McGlew; members supported.</i> 	Lauren Pavlich
3	<p>Business arising from Minutes (from 19th of September)</p> <p>Actions items from previous Minutes:</p> <ol style="list-style-type: none"> 1. Taury Wainwright and Mel Styles to each obtain quotes for a shade cloth over the Year 1-2 play space and mud kitchen. <ul style="list-style-type: none"> ○ Shade sails are to be installed in the last week of January 2021. 2. Melissa Dove, Joy Davies and Lauren Pavlich to liaise with Sue Hanson and discuss ideas for the dead space near Mud Kitchen and sandpit. <ul style="list-style-type: none"> ○ Postponed. ○ Board has decided they are going to do a five-year master plan for the grounds. <ul style="list-style-type: none"> ▪ Subject to the Boards masterplan this will be addressed intermittently as deemed appropriate. 3. Belle Lyons to set up account and ID number for Containers for Change. <ul style="list-style-type: none"> ○ Completed. ○ ID number registered. ○ Money will go into the P&C General Account. 	Lauren Pavlich
4	<p>Correspondence</p> <ul style="list-style-type: none"> ▪ WACSSO P&C Voice Term 4 2020 ▪ Westpac Statement – Investment Account 	Belle Lyons
5	<p>President’s Report</p> <ul style="list-style-type: none"> ▪ Board Meeting Summary: <ul style="list-style-type: none"> - Covid guidelines will continue to be directed from the Education Department - Budget review and planning for 2021 – big focus on teaching protective behaviours across the school, as well as numeracy and literacy. - The Board are looking to develop a Master Plan for the school grounds - Booklists on website ▪ Get class reps to put out WhatsApp messages to recruit help for the teacher’s lunch. ▪ Events coming up: Teachers Lunch, Christmas Concert and Splash Down. 	Lauren Pavlich

	<ul style="list-style-type: none"> ▪ Welcome BBQ end of week 2 of term 1, Friday Feb 12th, 2021. 	
<p>6</p>	<p>Principal's Report</p> <p>Graduation</p> <ul style="list-style-type: none"> ▪ I know that it has been a custom at Swanbourne for older siblings to attend the event. However, this practice will not continue for the following reasons: <ul style="list-style-type: none"> ○ The behaviour of some older siblings in previous years has been unsatisfactory and my staff need to focus on our almost 500 enrolled students, not their older siblings. ○ Having unenrolled adolescents on site does pose a child protection risk for my enrolled students, whose safety, health and well-being are my sole concern. ○ The full focus of the day is on our Year 6 students and I don't want any of this focus diluted by having to manage unenrolled students on the school's site. ○ I believe that this ruling is fair and reasonable and in the best interests of all of our students. <p>Staffing</p> <ul style="list-style-type: none"> ▪ Mrs Samantha Horne (Kindy and Year 1) and Mrs Linda Scott (Pre-primary) have both been appointed to Hillarys Primary School beginning at the start of 2021. Both teachers have done an amazing job at Swanbourne and on behalf of the entire Swanbourne PS community, I commend and thank them both for all they have done for our school and wish them all the very best for the future. ▪ I have re-appointed Mrs Hawkins-Brady to the Kindergarten 1 class and Mrs Jayne Ricciardello to the Kindergarten 2 class. ▪ I have also appointed Mr Mark Barnett to teach one of our Year 4 classes. Mr Barnett brings a wealth of experience to Swanbourne having taught in Kalgoorlie, Kwinana, Balcatta and Padbury. I know the school community will join me in welcoming Mr Barnett to the Swanbourne team. ▪ I have also appointed Mrs Nic Kemp as our new Defence Support Mentor (DSM). Nic's skills are in community engagement and pastoral care and these are the two prerequisites for the role. I know that she'll do an exceptional role in supporting our ADF students and indeed all of our students under the DSM umbrella. Swanbourne PS and the ADF have a proud history of working in partnership for the betterment of ALL of our students and this partnership will continue well into the future. The partnership will strengthen even further under Nic's guidance and support. <p>Myaree Crane Hire</p> <ul style="list-style-type: none"> ▪ Last week we had our new sea container storage unit placed via a crane provided to us free of charge by Myaree Crane Hire. On behalf of the school I thank this company for their support of our school. 	<p>David Knox</p>
<p>7</p>	<p>Treasurer's Report</p> <ul style="list-style-type: none"> ▪ See attached reports. ▪ <i>Moved by Lauren Pavlich that financial reports dated November 2020 be taken as read and confirmed; seconded by Catherine Green; members supported.</i> 	<p>Tom Orchard</p>

	<ul style="list-style-type: none"> ▪ <i>Moved by Lauren Pavlich that Financial Reports dated September and October 2020 be taken as read and confirmed; seconded by Tom Orchard; members supported.</i> ▪ <i>Moved by Lauren Pavlich that \$2,800 is transferred from the Canteen Account to the General Account; seconded by Sophy Foreman; members supported.</i> 	
<p>8</p>	<p>Sub-Committee Reports</p> <p>Social and Fundraising Committee</p> <ul style="list-style-type: none"> ▪ Art Festival <ul style="list-style-type: none"> ○ Hoping to have an Art Bar e magazine ready early next week and full break down ○ Tea Towels should arrive late next week (definitely before the end of term) ○ T Shirts early next week if not by Friday ○ Year 3 prints ready for end of term ○ We need a list sponsor payments just to chase up any outstanding payments to come. Some artists are waiting to be paid ▪ Teacher's Lunch <ul style="list-style-type: none"> ○ Still need more volunteers for yard duty. ▪ Summer Splash Down <ul style="list-style-type: none"> ○ Invoice for \$3,390 needs to be paid in full. ○ Pizza will be on Try Booking. ○ Event is on 17/12/2020 for insurance purposes. <p>Uniform Shop</p> <ul style="list-style-type: none"> ▪ COVID regulations will be in place for uniform pick-ups on 28th/29th of January. ▪ \$1,923 of excess stock remains. <ul style="list-style-type: none"> ○ Excess stock will be donated to the Salvation Army. ▪ A few uniform items may increase in price next year due to COVID. 	<p>Zoe Moss (via email)</p>
<p>9</p>	<p>Funding requests</p> <ul style="list-style-type: none"> ▪ <i>Moved by Lauren Pavlich that funding requests are considered, although members did not receive information seven days prior to the Meeting; seconded by Eloise Harris; members supported.</i> ▪ Shade over Mud Kitchen – \$5,000 <ul style="list-style-type: none"> ○ <i>Moved by Lauren Pavlich that \$5,000 is contributed towards the mud kitchen shade; seconded by Catherine Green; members supported.</i> ▪ Teachers Lunch - \$500 <ul style="list-style-type: none"> ○ <i>Moved by Lauren Pavlich that \$500 is contributed towards the Teachers Lunch; seconded by Anna McGlew; members supported.</i> ▪ Welcome BBQ 	<p>Lauren Pavlich</p>

	<ul style="list-style-type: none"> ○ Moved by Lauren Pavlich that \$1,500 is moved into committed funds for the Welcome BBQ in Term 1 2021; seconded by Sophy Foreman; members supported. ▪ Swimming lanes <ul style="list-style-type: none"> ○ Moved by Lauren Pavlich that \$400 is moved into committed funds for swimming lane hire in Term 1 2021; seconded by Sophy Foreman; members supported. ▪ Splash down <ul style="list-style-type: none"> ○ Moved by Lauren Pavlich that the Splash down invoice of \$3,390 is paid; seconded by Peta Bennett; members supported. ▪ Year 6 graduation boat cruise - \$1,000 <ul style="list-style-type: none"> ○ Moved by Lauren Pavlich that \$1,000 is contributed towards the Year 6 Boat Cruise; seconded by Eloise Harris; members supported. 	
10	<p>Other Business</p> <ul style="list-style-type: none"> ▪ Treasurer Role 2021 <ul style="list-style-type: none"> ○ This position is vacant and needs to be filled ASAP. ▪ Welcome BBQ <ul style="list-style-type: none"> ○ The Welcome BBQ is scheduled to be held on Friday the 12th of February, COVID restrictions permitting. 	Lauren Pavlich
11	<p>Closure</p> <ul style="list-style-type: none"> ▪ Meeting closed at 8:40pm. ▪ Next meeting Wednesday 17th of February 2021 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
Receipts													
Membership fees	-	22.00	-	-	-	-	-	-	4.00	-	-	-	26.00
P&C Leves	2,381.90	25,789.75	4,015.15	-	3,971.50	546.10	994.00	1,818.95	-	2,598.00	2,277.50	-	44,393.85
Fundraising - C19 Merch Relief	-	-	-	22.00	22.00	22.00	-	-	-	-	-	-	66.00
Fundraising - Canteen float?	-	-	-	-	-	210.00	-	-	-	-	-	-	210.00
Fundraising - Art Bar	-	-	-	-	-	-	-	10,000.00	4,252.00	36,877.90	-	-	51,109.90
Fundraising - Seedlings etc	-	10.00	-	-	-	-	-	-	2,150.00	-	-	-	2,160.00
School Banking	70.00	-	-	-	-	-	-	-	-	-	-	-	70.00
Transfers	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Interest received	1.27	1.21	1.76	1.36	1.38	1.47	1.28	0.88	1.68	2.02	2.07	-	16.38
Total Receipts	2,463.17	25,822.96	4,016.91	23.36	3,994.88	779.57	995.28	11,819.83	6,387.68	39,478.92	2,279.57	0.00	98,052.13
Expenditure													
Affiliation fees	-	-	39.60	-	-	647.12	-	-	-	-	-	-	686.72
Admin coats	-	-	-	-	-	-	-	-	-	-	-	-	0.00
2/3 Leves paid to SP5	1,587.93	17,193.17	2,676.77	-	2,647.67	364.07	662.67	-	1,212.63	1,733.67	-	-	28,077.58
Projects - Stage	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Project - Bidadanga	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Kindy books	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Chaplaincy	-	-	-	-	-	-	-	8,000.00	-	-	-	-	8,000.00
GRF Leadership Event	-	-	858.00	-	-	-	-	-	-	-	-	-	858.00
Fundraising - Art Bar float	-	-	-	-	-	-	-	-	-	200.00	-	-	200.00
Tables	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Christmas Decorations	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Swimming Jane hire	-	-	-	178.65	-	178.65	-	-	-	-	-	-	357.30
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 Lunch	393.30	-	-	-	-	-	-	-	-	493.69	-	-	886.99
Fundraising - vendor payments	-	-	-	-	-	-	-	-	-	12,628.91	3,002.24	-	15,629.15
Welcome night staging	-	-	-	-	-	998.90	-	-	-	-	-	-	998.90
Netball equipment	-	-	-	-	-	527.60	-	-	-	-	-	-	527.60
Fundraising - Election supplies	-	-	-	-	-	902.24	-	-	-	-	-	-	902.24
Fundraising - Reimbursments	-	-	-	-	-	-	-	-	1,798.87	801.00	-	-	2,540.87
Total expenses	1,981.23	17,193.17	4,108.37	178.65	2,647.67	3,618.58	662.67	8,000.00	2,952.50	15,854.27	3,002.24	0.00	60,199.85
Monthly Profit/(Loss)	\$471.94	\$8,629.79	(\$91.46)	(\$155.29)	\$1,347.21	(\$2,839.01)	\$332.61	\$3,819.83	\$3,435.18	(\$23,624.65)	(\$722.67)	\$0.00	\$37,852.28
Bank Balances													
Start of month	14,211.89	14,683.83	23,313.62	23,221.66	23,056.37	24,413.58	21,574.57	21,907.18	25,727.01	29,162.19	52,786.84	-	14,211.89
End of month	14,683.83	23,313.62	23,221.66	23,066.37	24,413.58	21,574.57	21,907.18	25,727.01	29,162.19	52,786.84	52,064.17	0.00	52,064.17
Difference	471.94	8,629.79	(91.96)	(155.29)	1,347.21	(2,839.01)	332.61	3,819.83	3,435.18	(23,624.65)	(722.67)	0.00	37,852.28
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

Commitments at End September	
Swimming lanes	0.00
P&C Admin fees	0.00
Environment - Veggie patch	739.00
Special circumstances	500.00
Bidgy contribution	2,638.00
Netball equipment	0.00
COVID-19 Fund	2,000.00
Total commitments	5,877.00
Uncommitted funds	46,187.17

Note:
Fundraising Committee fees invoice set up for approval 11 Dec.
Zoo visit receipts for reimbursement please

Comments:
Please note this report is prepared on a cash basis.