

Swanbourne Primary Parents and Citizen Group

Meeting 2 2021 - Minutes of Meeting

Wednesday 24th March 2021, 7.00pm
Swanbourne Primary School Staff Room

Attendees	Apologies
Lauren Pavlich – President	Belle Lyons – Secretary
Melissa Dove - Vice President	David Knox – Principal
Gavin Hartley - Treasurer	Peta Bennett
Bec Robson – Vice Principal	Emma Coyle
Lorna Carter	Georgie Cunningham
Matt Dowd	Anna McGlew
Sophy Foreman	Steve O’Hara
Joy Gilmour	
Katherine Green	
Grace Jones	
Rebecca King	
Lee Nugawela	
Matilda Toft	

Item	Description of discussion	Action by
1	<p>Welcome, Apologies and Membership</p> <ul style="list-style-type: none"> ▪ Meeting commenced 7:05pm. ▪ Quorum formed. 	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 17.02.2020 be taken as read and confirmed; seconded by Sophy Foreman; members supported.</i> 	Lauren Pavlich
3	<p>Business arising from Minutes</p> <ul style="list-style-type: none"> ▪ Actions items from previous Minutes: <ul style="list-style-type: none"> 1. David Knox to look into the P&C being able to use the school domain. <ul style="list-style-type: none"> ○ Done. ○ Can now use the Department of Education domain through Olga White. 2. Eloise Harris to create flyer for the Election Cake Stall. <ul style="list-style-type: none"> ○ Done 3. Lauren Pavlich to put out Connect notice letting parents know Kirkwood hampers are available for delivery to the Welcome picnic. <ul style="list-style-type: none"> ○ Done 4. Belle Lyons to cancel paper statements for all bank accounts. <ul style="list-style-type: none"> ○ Not completed. ○ Action: Belle Lyons to cancel paper statements for all bank accounts 5. Belle Lyons to put out Connect notice inviting new parents to join the Environmental Committee. <ul style="list-style-type: none"> ○ Done ○ Gillie (Kindy mum) has joined. 6. Daniel Lee to look into options for the canteen and consider changing suppliers. <ul style="list-style-type: none"> ○ Daniel Lee not present. ○ Action: Daniel Lee to look into options for the canteen and consider changing suppliers 7. Georgie Cunningham to look into finding a Year 6 Representative. <ul style="list-style-type: none"> ○ Done ○ Georgie Randklev will be Year 6 Representative. ○ Helpers: Rachel Scott, Donatienne Monti, Sue Ausbruch and Amanda Walshe, Bec Herbert, Elicia Kennedy (Molly Graingers mum), Amy Couanis, Christy Boxshall. ○ Georgie Cunningham (via email): 	Lauren Pavlich

	<ul style="list-style-type: none"> ○ We are thinking a parent/kid event at Swanbourne surf club. Bring a plate of food etc. ○ We don't know any dates so I will contact the teachers. ○ Action: Georgie Cunningham to contact teachers and finalise a date for the Year 6 event. <p>8. Lauren Pavlich to speak to Clay Murray to determine whether the role of Sports Representative is required.</p> <ul style="list-style-type: none"> ○ Done. ○ Sports Representative not required at present. <p>9. David Knox to speak to Bec Robson about sourcing a Defence Force Representative.</p> <ul style="list-style-type: none"> ○ Done. ○ Rebecca King will be Defence Force Representative for 2021. ○ Action: Belle Lyons to organise updating school website to list Rebecca King as Defence Force Representative. 	
4	<p>Correspondence</p> <ul style="list-style-type: none"> ▪ None 	Belle Lyons
5	<p>President's Report</p> <ul style="list-style-type: none"> ▪ Election Day Bake Sale <ul style="list-style-type: none"> ○ Raised almost \$1000, thanks to everyone for their support and help. ○ Funds will go to the WA Fire relief fund. ○ Action: Lauren Pavlich to investigate presenting funds to a council representative. ▪ Hot Cross Buns <ul style="list-style-type: none"> ○ Remind class reps/friends/family members and get the orders up! ▪ Staffing <ul style="list-style-type: none"> ○ Chaplain Merryl Custers going on maternity leave for 18 months at the end of Term 1. ▪ Board Meeting <ul style="list-style-type: none"> ○ See Newsletter for summary. ▪ Board Master Plan Committee <ul style="list-style-type: none"> ○ 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, Mel Dove, Tilly Toft, Joy Gilmour. ○ Do we progress with some small updates to the Year 1 area that won't impact the Master Plan? <ul style="list-style-type: none"> ○ Action: Bec Robson to look into the Education Department replacing the grass outside the Year 1 area. ▪ Busy Bee in Year 1 area <ul style="list-style-type: none"> ○ Potential date - Friday the 7th of April 2021 7:30am – 10:00am and 2:00pm-4:30pm. 	Lauren Pavlich

o Action: Matilda Toft to identify list of priorities for busy bee in Year 1/Kindy area

o Action: 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

- Mature trees as shade option - obtain quotes?
- Survey Monkey
 - o Could be a good option to get parents to rate priorities for where fundraising proceeds should be spent.
- P&C voluntary contributions

o Action: Bec Robson to discuss with David Knox and Lauren Pavlich about putting a Connect notice out re P&C voluntary contributions

6 Principal's Report

Swimming Carnival

- Thank you to Mr Murray and all of our many parent helpers on last Friday's Swimming Carnival at Claremont Pool. The organisation and preparation for the day was extraordinary as was the level of energy and enthusiasm from the parents/caregivers, staff and students alike.

Board Meeting

- On Monday 22 March 2021 the board met. We noted and approved the School's Budget and Annual Report. We read and noted the Department's Statement of Expectations 2021-2024, Student Leadership and Succession Plan. We reviewed the Board Code of Conduct and Terms of Reference. Our Board Chair Matt Dowd presented the draft project scope document for the grounds development which is a major board initiative in conjunction with the P&C.

Penguin Island

- I'm so excited for next week's Year 2 excursion to Penguin Island. I attended last year and learnt so much. Thank you to all of the Year 2 Teachers in ensuring that this outstanding educational experience is continuing for our Year 2 students.

Harmony Day

- Harmony Day is Friday 26 March 2021 and is a celebration of cultural diversity. The continuing message of Harmony Day is 'Everybody Belongs' and its annual celebration aims to encourage inclusiveness, respect and belonging for all Australians, regardless of cultural background.
- Harmony Day is represented by an orange ribbon, and as such, students are encouraged to wear orange to School on Friday 26 March to celebrate. Students may also wear their Traditional Cultural Dress. Miss Merryl and Mrs. Kemp will be running Harmony Day Celebrations at Lunch Time in the Quadrangle area.

Bec Robson
(on behalf of David Knox)

	<p>Year 4 Assembly</p> <ul style="list-style-type: none"> I'm really excited about this Friday's Year 4 assembly to see what the classes have in stall for us. This year's classes under Mr Barnett and Miss Nixon really are a great group of students who always do their best and I'm sure that this assembly will be no exception. Everyone is welcome and I look forward to seeing as many of you as possible there. <p>Free Dress Day</p> <ul style="list-style-type: none"> The Student Leadership Fundraising Committee along with our Telethon Ambassadors would like to have a free dress day on Tuesday 30 March 2021 with the theme 'favourite'. We all come dressed as our favourite sportsperson, movie star, politician, teacher, parent or super hero. Please bring a gold coin donation which we'll donate to Telethon. <p>Interschool Swimming Carnival</p> <ul style="list-style-type: none"> Our interschool swimming carnival will take place on Wednesday 31 March 2021 and details will be forwarded to all families with children involved in this event via Connect. <p>School Development Day (SDD)</p> <ul style="list-style-type: none"> Our third SDD will take place on Thursday 1 April 2021 with the focus being on Case Management Planning and Term 2 preparations. 	
7	<p>Treasurer's Report</p> <ul style="list-style-type: none"> See attached reports. <i>Moved by Lauren Pavlich that financial reports dated February 2021 be taken as read and confirmed; seconded by Lee Nugawela; members supported.</i> 	Steve O'Hara
8	<p>Sub-Committee Reports</p> <p>Social and Fundraising Committee</p> <ul style="list-style-type: none"> Election Day cake stall <ul style="list-style-type: none"> Discussed in President's Report. Hot cross bun drive <ul style="list-style-type: none"> In progress. Junior school disco <ul style="list-style-type: none"> Considering having a Scitech night instead of a disco during Term 3. Cyber safety presentation evening <ul style="list-style-type: none"> Considering a cyber safety information evening for parents and carers. Get in a guest speaker to discuss protective online behaviours, online bullying, resilience etc. <i>Action: Lauren Pavlich and Mel Dove to look into running a cyber safety information evening.</i> Splash and Dash 2021 <ul style="list-style-type: none"> Consider charging \$5 per child and \$10 per family this year. 	Lauren Pavlich

	<ul style="list-style-type: none"> ○ In the past this event has been heavily subsidised by the P&C and is a significant annual cost. <p>Environmental Committee</p> <ul style="list-style-type: none"> ▪ Containers for Change <ul style="list-style-type: none"> ○ Going very well. ○ Sophy Foreman is delivering containers to Shenton Park. ○ Including it as part of the House Cup – currently Collins; Morrison in May; and Shenton in June. ▪ ‘Worn Up’ <ul style="list-style-type: none"> ○ Sophy Foreman presented the idea to recycle old uniforms and donate through the organisation Worn Up at the end of our transition period to the new uniform. ○ Educate the school about the initiative in Term 2. <p>Uniform Shop</p> <ul style="list-style-type: none"> ▪ Outsourcing of the uniform shop coordinator role. <ul style="list-style-type: none"> ○ <i>Moved by Lauren Pavlich that the Uniform Shop will be outsourced and moved totally online from July 1st 2021; seconded by Sophy Foreman; members supported.</i> ▪ Monthly profit/loss (\$547.93) is due to change in cycle with Flexischools (changed from Monday to Friday due to when I can access the stock room to pack orders). <ul style="list-style-type: none"> ○ Should go back to black next month. ▪ End of month stock value is negative due to the many backorders as we wait on stock. <ul style="list-style-type: none"> ○ Should go back to black once stock received and issued out. ▪ 100% of wholesale cost for items supplied by Tudor; 70% for other supplier stock (gaberdine shorts and swim caps); usually only 55-65% buyback so it’s a great deal. ▪ We don’t have lots of swim caps and may be worth writing off/getting the school to purchase and keeping them to sell at the swim carnival next year for those who forget to purchase. ▪ Not ordering anymore gaberdine shorts and I’ve ordered only a few extras of other items in case. ▪ Pre-Ordering meant I could minimise this but also means people have to wait for stock, expected to arrive early Term 2. ▪ Once we transition, they’ll have stock ready to go from 1/7/21 (she’ll prep stock as soon as the final contact is signed). ▪ The website is great - you can arrange exchanges, view old orders. ▪ We will get a fit kit at school for try ons. 	<p>Sophy Foreman</p> <p>Anna McGlew (via email)</p>
9	<p>Funding requests</p> <ul style="list-style-type: none"> ▪ No funding requests. 	<p>Lauren Pavlich</p>
10	<p>Other Business</p> <ul style="list-style-type: none"> ▪ <i>Action: Lauren Pavlich to create Class Reps WhatsApp group</i> ▪ <i>Action: Gavin Hartley to summarise the process of outgoing payments for the P&C.</i> ▪ <i>Action: Lauren Pavlich to discuss with Zoe Moss the sale of sweatbands/caps etc. for the Athletics Carnival and Cross Country.</i> 	<p>Lauren Pavlich</p>

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Closure

- Meeting closed at 9:14pm.
- Next meeting Wednesday 5th May 2021

Lauren Pavlich

**Swanbourne Primary School P&C Reporting
2021
Canteen Monthly Report and Annual Summary**

	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	Jun-2021	Jul-2021	Aug-2021	Sep-2021	MTD			YEAR TO DATE
										Oct-2021	Nov-2021	Dec-2021	
Revenue													
Sales	0.00	2,000.97	2,188.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,189.06
Interest received	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 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	0.00	2,000.97	2,188.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,189.06
Expenses													
Purchases	3,611.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,611.81
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	2,800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,800.00
Total expenses	3,611.81	2,800.00	2,804.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,411.81
Monthly Profit/(Loss)	(\$3,611.81)	(\$799.03)	(\$616.86)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,222.75)
Bank Balances													
Start of month	13,917.92	10,306.11	9,507.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,917.92
End of month	10,306.11	9,507.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Difference	(3,611.81)	(799.03)	(9,507.08)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(13,917.92)
Check	0.00	0.00	6286.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11695.17

Comments:

December 2020 invoice of \$3,611.81 was paid on 4th January 2021.
\$2800 was transferred to transaction account on 17th February 2021.

Please note this report is prepared on a cash basis.

**Swanbourne Primary School P&C Reporting
2021
General Monthly Report and Annual Summary**

	Jan-2021	Feb-2021	Mar-2021	Apr-2021	May-2021	Jun-2021	Jul-2021	Aug-2021	Sep-2021	Oct-2021	Nov-2021	Dec-2021	YEAR TO DATE
Receipts													
Membership fees	-	14.00	-	-	-	-	-	-	-	-	-	-	14.00
P&C Levies	-	-	25,681.55	-	-	-	-	-	-	-	-	-	25,681.55
Fundraising - C19 Merch Relief	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Fundraising - Canteen float	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Fundraising - Art Bar	2.70	16.20	46.30	-	-	-	-	-	-	-	-	-	65.20
Fundraising - Recycling funds	0.00	-	-	-	-	-	-	-	-	-	-	-	0.00
School Banking	-	2,800.00	-	-	-	-	-	-	-	-	-	-	2,800.00
Transfers	0.41	0.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50
Interest received	3.11	2,830.29	25,727.85	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,461.25
Total Receipts													
Expenditure													
Affiliation fees	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Admin costs	-	-	17,121.03	-	-	-	-	-	-	-	-	-	0.00
2/3 Levies paid to SFS	1,038.60	-	-	-	-	-	-	-	-	-	-	-	18,219.63
Projects - Stage	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Project - Bulyadunga	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Kindy books	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Chaplaincy	-	-	-	-	-	-	-	-	-	-	-	-	0.00
GRIP Leadership Event	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Fundraising - Art Bar float	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Summer Cool Down	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Christmas Decorations	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Swimming hire hire	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Social - Teacher's Lunch	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Social - Welcome night music	-	300.00	-	-	-	-	-	-	-	-	-	-	300.00
Koala Visit	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Year 6 Graduation books	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Year 6 graduation pizzas	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Fundraising - vendor payments	-	-	1,125.00	-	-	-	-	-	-	-	-	-	1,125.00
Welcome night singing	-	650.80	-	-	-	-	-	-	-	-	-	-	650.80
Shade Sails	-	4,734.40	-	-	-	-	-	-	-	-	-	-	4,734.40
Fundraising - Election supplies	-	-	-	-	-	-	-	-	-	-	-	-	0.00
Fundraising - Reimbursements	-	431.00	-	-	-	-	-	-	-	-	-	-	431.00
Total expenses	1,038.60	6,116.20	18,246.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,460.83
Monthly Profit/(Loss)	(\$1,095.49)	(\$3,285.91)	\$7,481.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,100.42
Bank Balances													
Start of month	39,578.58	38,483.09	35,197.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	39,578.58
End of month	38,483.09	35,197.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Difference	(1,095.49)	(3,285.91)	(35,197.18)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(39,578.58)
Check	0.00	0.00	30178.61	0.00	0.00	0.00	0.00	0.00	#DIV/0!	0.00	0.00	0.00	30178.61

Comments:

Please note this report is prepared on a cash basis.

	Commitments at End December
Swimming lanes	400.00
P&C Admin fees	0.00
Environment - Veggie patch	739.00
Special circumstances	500.00
Biggy contribution	2,638.00
Welcome Night	1,500.00
COVID-19 Fund	2,000.00
Year 6 Boat Cruise	1,000.00
Shade Sail	5,000.00
Teachers Lunch	500.00
Total commitments	14,277.00
Uncommitted Funds	14,277.00

Note:

Swanbourne Primary School P&C Reporting
Uniform Shop 2020 Monthly Report and Annual Summary

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR TO DATE
Revenue													
Sales	0.00	15,036.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,036.75
Interest received	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 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	0.00	15,036.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,036.75
Cost of Goods Sold													
Opening stock	13,145.10	13,145.10	(2,337.58)	(2,337.58)	(2,337.58)	(2,337.58)	(2,337.58)	(2,337.58)	(2,337.58)	(2,337.58)	(2,337.58)	(2,337.58)	13,145.10
Purchases	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
less: Closing stock	(13,145.10)	2,337.58	2,337.58	2,337.58	2,337.58	2,337.58	2,337.58	2,337.58	2,337.58	2,337.58	2,337.58	2,337.58	13,145.10
Cost of Goods Sold	0.00	15,482.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,290.20
Expenses													
Supplies, Insurance etc	0.00	102.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	102.00
Total expenses	0.00	102.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	102.00
Monthly Profit/(Loss)	\$0.00	(\$547.93)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$11,855.45)
Bank Balances													
Start of month	16,439.64	16,439.64	31,374.39	31,374.39	31,374.39	31,374.39	31,374.39	31,374.39	31,374.39	31,374.39	31,374.39	31,374.39	16,439.64
End of month	16,439.64	31,374.39	31,374.39	31,374.39	31,374.39	31,374.39	31,374.39	31,374.39	31,374.39	31,374.39	31,374.39	31,374.39	16,439.64
Reconciliation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(14,934.75)
End of Month Stock Value	13,145.10	-2,337.58	-2,337.58	-2,337.58	-2,337.58	-2,337.58	-2,337.58	-2,337.58	-2,337.58	-2,337.58	-2,337.58	-2,337.58	13,145.10
Comments:													
Start of Year Stock Value:	\$	13,145											
Current Stock Value:	\$	13,145											
Year to Date Profit:	-\$	11,855											

January monthly profit is negative due to January Back to School sales proceeds received from Flexischools in Feb.

Please note this report is prepared on a cash basis.