

Swanbourne Primary Parents and Citizen Group

Meeting 6 2021 - Minutes of Meeting

Wednesday 8th September 2021, 7.00pm
Swanbourne Primary Staff Room

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

Item	Description of discussion	Action by
1	Welcome, Apologies and Membership <ul style="list-style-type: none"> ▪ Meeting commenced 7.07pm. ▪ Quorum formed. 	Lauren Pavlich
2	Minutes of Previous Meeting <ul style="list-style-type: none"> ▪ <i>Moved by Lauren Pavlich that Minutes of the meeting held on 04.08.2020 be taken as read and confirmed; seconded by Melissa Dove; members supported.</i> 	Lauren Pavlich
3	Business arising from Minutes <ul style="list-style-type: none"> ▪ Actions items from previous Minutes: <ol style="list-style-type: none"> 1. Daniel Lee to collate canteen item ordering trends, look at creating a survey, and present progress at next Meeting. <ul style="list-style-type: none"> ▪ Did not attend – move to the next meeting ▪ Action: Daniel Lee to collate canteen item ordering trends, look at creating a survey, and present progress at next Meeting. 2. Gavin Hartley to speak to Cottesloe Golf Club re. donating their eligible containers to Containers for Change. <ul style="list-style-type: none"> ▪ Action: Sophy Foreman to send Gavin Hartley additional information on the Containers for Change initiative so he can approach the Cottesloe Golf Club about becoming involved. 	Lauren Pavlich
4	Correspondence <ul style="list-style-type: none"> ▪ Nil 	Belle Lyons
5	President's Report <ul style="list-style-type: none"> ▪ Water tanks <ul style="list-style-type: none"> ○ Action: Grace Jones to investigate options for water tanks to be installed and be incorporated into plans for school grounds. ▪ Parent parking on the oval <ul style="list-style-type: none"> ○ The oval will remain available for parent parking for now, although it is noted there has been some damage ▪ "Walking bus" <ul style="list-style-type: none"> ○ Possibility of trialling a "walking bus" for local children in Term 4. ○ Action: Bec Robson to speak to staff and develop a map, meeting points and a possible date for term 4. ▪ Cycling to school <ul style="list-style-type: none"> ○ Action: Lorna Carter to explore the cycling safely to school program. ○ Action: Bec Robson to send information on the "Ride to School" program to Lorna Carter. ▪ Kaylene Presentation <ul style="list-style-type: none"> ○ Online safety speaker 	Lauren Pavlich

	<ul style="list-style-type: none"> ○ Proposed date for kids' presentation - Tuesday 15th September. ○ Proposed date for parents' presentation – Thursday 17th September in the evening (Year 4 BYOD and all other parents invited). 	
6	<p>Principal's Report</p> <ul style="list-style-type: none"> ▪ Government Grant <ul style="list-style-type: none"> ○ Received a \$25K grant to Science & Environment from the Government. ○ The money will be spent on STEM based activities. ▪ P&C Payments <ul style="list-style-type: none"> ○ In 2022 parents will pay Voluntary contributions to the P&C directly so the school doesn't need to handle this money annually. ○ Action: Gavin Hartley to discuss with Olga White 2022 P&C contributions being paid directly to the P&C. 	Bec Robson
7	<p>Treasurer's Report</p> <ul style="list-style-type: none"> ▪ See attached reports. ▪ <i>Moved by Lauren Pavlich that financial reports dated September 2021 be taken as read and confirmed; seconded by Joy Davies; members supported.</i> 	Gavin Hartley
8	<p>Sub-Committee Reports</p> <p><u>Social and Fundraising Committee</u></p> <ul style="list-style-type: none"> ▪ Fundraising Committee Development <ul style="list-style-type: none"> ○ There is a need for a fundraising committee moving forward. ○ Looking for 5-7 people. ○ We need to put out a statement to the school community saying that we can no longer run events until we have a solid fundraising group. ○ Action: Melissa Dove and Lauren Pavlich to draft a Connect notice, Newsletter item & Whatsapp group message asking for volunteers to join the Fundraising committee. ○ We could consider developing a Go Fund Me page regarding – whole school wants/needs eg. stage lighting/chairs/projector or for the school grounds – tree/school mural ○ Action: Bec Robson to check and see if there was a quote for lighting received. ○ Action: Sophy Foreman to contact Brenton See regarding a mural quote including dimensions/pricing for ELC area and outside the kiss n drop. ▪ Splash Down <ul style="list-style-type: none"> ○ Action: Joy Davies to investigate icy poles costs to be sold at the Splash Down. ○ Action: Melissa Dove to speak to Zoe to find out about food truck for Splash Down. ▪ Teachers Lunch <ul style="list-style-type: none"> ○ We need to form a sub-committee to manage this event. ○ Student reps to rally classes to provide food platters. ○ Thinking to hold it in the staff room, instead of the hall. 	Lauren Pavlich

- Need to create a to-do list for set up and pack down the people can volunteer to help.
- Also consider using Culley's to cater the event and parents contribute towards costs instead of bringing in a plate.
- **Online Christmas Market**
 - This will be an online catalogue electronically supporting local businesses.
 - Goods to be ordered on Try booking.
 - Local vendors distribute goods.
 - **Action: Lauren Pavlich to put out Communications to class reps regarding putting out a WhatsApp message about the online Christmas market.**
 - Businesses to invite to participate: Turban Chopsticks, Little Things, Culley's, Xtend Barre, Succulents of Swanbourne.
 - 12% flat fee taken by the P&C to cover booking costs and a fundraising margin.
 - All order goods to be collected on Dec 9th – Vendors to distribute to customers outside the hall.
 - *Moved by Lauren Pavlich that the P&C will take 12% of the value of the product orders and the rest will go back to the businesses; seconded by Grace Jones; members supported.*
- **Swanny on the Green**
 - We aim to keep this event very simple.
 - Freeze frame opera to perform?
 - **Action: Mel Dove to ask Hattie about Freeze Frame performing at Swannie on the Green and likely costs.**
 - Need to find a DJ.
 - **Action: Lorna to ask her neighbour if he would DJ at Swannie on the Green.**
 - Raffle prizes, samphire – food.
 - Gets quotes for entertainment and lighting and then work out ticket prices
 - Bar will be run by Little Things.
 - Paella will be available through try booking.
 - Wine wall will be based on donations.
 - Funds will be raised through ticket sales, wine raffle, mark up on food, mark up on drinks, raffle for prizes.
 - **Action: Sophy Foreman to investigate bumper stickers and stubby holders for Swannie on the Green.**

Sophy Foreman

Environmental Committee

- **Containers for Change**
 - **Action: Donna/Sophy Foreman to follow up with Cash for Containers regarding answering questions for Aria Apartments.**
 - Currently slow progress at the Cottesloe Hotel.
 - Local produce Ladies near Claremont train station to start collecting to donate to school
 - Total funds raised for school to date \$1,247
- **School Uniform**
 - Use Ragsales WA for all damaged/unusable items.
 - Thailand Orphanage
 - Collect all items in good condition and wait to hear regarding cost of freight to get it there
 - Wait to hear what items they would like (i.e logo/non-logo)

	<ul style="list-style-type: none"> ▪ Possible fund raiser/free dress day/cake sale to help with the costs of shipping container/freight costs ○ Rowena Walsh at Magpie Conscious Collective has offered to take some of our un-usable items and send them to Upparel for recycling <ul style="list-style-type: none"> ▪ Action: Lauren Pavlich to ensure Rowena Walsh from Magpie Conscious Collective is mentioned in the Newsletter for supporting the school through Upparel clothing recycling. 	
9	Funding requests <ul style="list-style-type: none"> ○ No funding requests. 	Lauren Pavlich
10	Other Business <ul style="list-style-type: none"> ○ Telethon bike ride <ul style="list-style-type: none"> ▪ A school Mum is doing a 6 hour bike ride for telethon. ○ Housed undercover, gold coin donation? ○ Talk to the children about mental strength? ○ <i>Conclusion: not considered a P&C jurisdiction on what happens on school grounds during school hours so deferred back to school leadership team for their consideration.</i> 	Lauren Pavlich
10	Closure <ul style="list-style-type: none"> ▪ Meeting closed at 9.46pm. ▪ Next meeting Wednesday 27th October 2021 	Lauren Pavlich

<u>Comments:</u>	<u>Income</u>	<u>Expenditure</u>	<u>Profit</u>
Cash for cans	1,263.50	-173.92	1,089.58
Hot cross buns fundraiser	1,747.90	-1,250.00	497.90
Election bake sale - 'Bushfire appeal'	1,006.06	-350.00	656.06
Art festival/sale of towels	100.00		100.00
Cybersafety prsntrn/Kayelene Kerr	1,053.00	-650.00	403.00
	\$5,170.46	-\$2,423.92	\$2,746.54

SPS P&C - GENERAL A/C's - 22535561 & 3688860									
7th September, 2021	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN/JULY 21	27th July	TOTAL	
DETAIL							to 27th Sept		
OPENING BALANCE	39,578.58	38,483.09	35,197.18	42,679.00	47,955.00	54,200.85	52,039.31		39,578.58
Receipts									
Membership fees		14.00						14.00	
P&C levies received			25,681.55	8,383.00	7,313.45	1,954.05	2,059.00	45,391.05	
2/3 voluntary contribution to SPS	-1,098.60		-17,121.03	-5,588.67				-23,808.30	
Cash for cans	2.70	16.20	46.30	202.20	484.70	158.60	352.80	1,263.50	
Spash Alley??						302.50		302.50	
Transfers		2,800.00						2,800.00	
Interest received	0.41	0.09		0.11	0.20	0.10	0.21	1.12	
TryBooking HCBuns				1,747.90				1,747.90	
Dpst Square 1 Apr/Stall sales				128.50				128.50	
Election bake sale/Bushfire Appeal				986.06	20.00		-350.00	656.06	
Art festival/Sale of tea towels				100.00				100.00	
Cybersafety prsntry/Kayelene Kerr						1,053.00		1,053.00	
Scitech function (Net)							5,605.20	5,605.20	
Athletics Day (Net)							1,448.90	1,448.90	
Deposit Claremont/9 Aug ????							962.30	962.30	
Deposit Square/30 Aug ????							353.06	353.06	
Deposit Square/30 Aug ????							3,190.51	3,190.51	
Total receipts	-1,095.49	2,830.29	8,606.82	5,959.10	7,798.35	3,488.25	13,621.98	41,209.30	
Expenditure									
Social-Welcome night music		-300.00						-300.00	
Fundraising-Vendor payments			-1,125.00					-1,125.00	
Fundraising-Reimbursements		-431.00						-431.00	
Welcome night staging		-650.80						-650.80	
Shade sails		-4,734.40						-4,734.40	
Claremont pool hire				-683.10				-683.10	
60 document satchels					-302.50			-302.50	
TryBooking HCBuns					-1,250.00			-1,250.00	
Scitech visit - Deposit						-200.00		-200.00	
Cybersafety prsntry/Kayelene Kerr						-650.00		-650.00	
Swimming caps						-416.50		-416.50	
WACSSO annual subscription						-1,169.37		-1,169.37	
Choir shirts						-3,040.00		-3,040.00	
Bins for Ocean Beach Hotel cans						-173.92		-173.92	
Library-Numeracy/ECE clean up							-1,798.76	-1,798.76	
Total payments	0.00	-6,116.20	-1,125.00	-683.10	-1,552.50	-5,649.79	-1,798.76	-16,925.35	
CLOSING BALANCE	\$38,483.09	\$35,497.18	\$42,679.00	\$47,955.00	\$54,200.85	\$52,039.31	\$63,862.53	\$63,862.53	
General - A/c 253561				35,078.98	41,324.63	39,162.99	50,986.00		
Interest - A/c 368860				12,876.02	12,876.22	12,876.32	12,876.53		
				\$47,955.00	\$54,200.85	\$52,039.31	\$63,862.53		

SPS P&C
 CANTEEN A/C 451808
 7th September, 2021

DETAIL	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN/JULY 21	27th July to 7th Sept	TOTAL
OPENING BALANCE	13,917.92	10,306.11	9,507.08	12,091.39	8,939.98	13,871.48	10,119.65	13,917.92
Receipts		2,000.97	5,389.26	1,176.40	6,375.68	6,094.24	8,834.01	29,870.56
Payments	-3,611.81	-2,800.00	-2,804.95	-4,327.81	-1,444.18	-9,846.07		-24,834.82
CLOSING BALANCE	\$10,306.11	\$9,507.08	\$12,091.39	\$8,939.98	\$13,871.48	\$10,119.65	\$18,953.66	\$18,953.66