

DEANMORE PRIMARY SCHOOL
PARENTS AND CITIZENS ASSOCIATION INC

ORDINARY MEETING MINUTES

MEETING INFORMATION

Objective:

- To promote the interest of the school, through cooperation between parents, teachers, students and members of the general community
- To assist in the provision of resources, facilitates and amenities for the school not otherwise provided for through government policy and funding
- To serve as a public forum for the community to both express and communicate its needs to school management

Date: 29 August

Location: Staff room (behind reception) – Deanmore primary school

Time: 7:30 PM – 9:00PM **Meeting Type:** Ordinary

Present: Attached signed attendance sheet

MINUTES AND DECISION – AGENDA ITEMS FROM MONDAY 25 JULY 2016

1 Welcome and Apologies

Meeting opened by Vice President at: 7:30

Apologies: Bree Day, George Craig, Annabel Anderson-Nicholls, Renee Connell

2 Confirmation of previous Minutes

Corrections: none

Motion:

“that the Minutes of the Ordinary Meeting of 25 July 2016 be accepted as true and correct”.

Moved by: Barbs Harvey Seconded: Michelle Jahn

Motion passed

3 Business arising & decision(s) out of session

- Fund \$47.00 polo shirt and leavers hoodies for family who were not available to order. Funds will be reimbursed by family

Motion:

“that it is noted and the executive decision confirmed to move fund \$47.00 of polo shirt and leaver’s hoodies

Moved by: Yvette McBain Seconded: Troy Vulkojevich

Motion passed

4 Business arising from Meeting 25 July March 2016 – See below

5 Correspondence

Incoming:

Scholastic book fair information including access to web based tools

Outgoing:

None

Motion: that the correspondence for 29 August be accepted. (was not moved; must be moved at next meeting)

6 President's Report

- Massive Thank you for organizing the Quiz Night. All had a good time. Congratulations to the organisers

7 Principal's Report

- iPads this is progressing well. Mrs Byrne has done an excellent job in getting the individual ipads set-up and ready for class use. She has also assisted the staff in the junior block and other blocks with how they can be used in classroom lessons. As the weeks progress Mrs Byrne is noting any changes we could or should make for the future. Mrs Byrne and Ms Ruddle also conducted an iPad session for classroom teachers. This was done with staff were provided with their iPads for school use. Staff have been very enthusiastic with using these for teaching and learning. With NAPLAN going on line within the next few years this is a very important step for the school to ensure that both staff and students are ready when it comes.
- Audio Visual upgrade in the undercover area – The school will have have a new sound system, digital projector and motorized screen installed in the undercover area this week. This will be ready to use at our next assembly. This system will be used for assemblies, book awards , graduation and many other school events.
- Before and after school care – Within the next couple of weeks a decision will have been made on which company will be used for before and after school care. This company will then proceed to ensure that they have all the appropriate paperwork signed off before the end of the year so an onsite OSH will be available to Deanmore parents from the beginning of 2017. With the school board we have looked at the best service available at the most competitive prices for parents.
- Parent-teacher meetings – These will be held Thursday 8 September. Hopefully a large percentage of parents have returned their forms and will make use of this.

8 Treasure Report

- Treasure Reports are attached
- Currently have \$40, 404.84 in the P&C bank account
 - Taking allocated funds and funds held in trust out we have \$28,957.46 available for distribution
 - Call outs for the month are the Quiz Night (\$5371.54) and Term 3 Cake Stall (\$1104.50)
 - Have collected all monies for faction shirts and paid JFE
 - Have made final payment for netball and updated netball reps with remaining funds balance (\$835 surplus from 14/15)
 - ICT total now \$7060

With regards to the canteen accounts - note these reports are up until end of July.

- Statement \$2132.93 in account
- Net profit- loss of \$1077.16 Year to Date (showed a loss of \$1675 this time last year)
- Aged payables reported

I have reviewed current status and August shows an improvement. Aged payables have been paid and additional income from Canteen Online and takings show an improved balance. No cause for concern at this stage.

Motion: that the Treasure's reports for 25 July 2016 meeting is accepted

Moved by: Michelle Jahn Seconded: Troy Vulkojevich **No objections and stands approved**

9 Sub Committee Report

9.1 Fundraising

- Schedule Term 3
 - Volunteers required for
 - 31 Aug 1 Sep Father Day Stall
 - 2 Sept Dad Breaky and Sausage Sizzle sports Carnival
- Motions
 - allocate additional funds up to \$400 for 2 Sept food stalls for sports carnival. Moved Barb Harvey. Seconded Amanda Major. **Motion Passed**

9.2 Newsletter/Communications

- Items due Tuesday afternoon week of newsletter. Newsletter comes out on even weeks.

9.3 Fathering Project

- Meet up at Sport man's club planning next activities.
- Communication and notices emailed out to Google groups. If interested sign up to Google group.
- Change of schedule each term Week 2 Tuesday and Week 6 Wednesday. To be confirmed, keep up with Google Groups or on P&C website for latest information
- End of Term Angling Club dinner space is limited, RSVP see google groups information or on P&C website.
- Walk to School on Friday – Bring your dad
- Kids and Dad beach catch up planned week 7 of Term 4 Saturday. With Scarborough Beach Life Saving club. Beach education and games. Brighton Beach Saturday Morning. More information to follow.
- School happy to have Father project address school at an assembly.
- Educational program – Speakers on topics such as instilling confidence and trust in kids to show respect to peers and friends; Resilience; Self worth; strategies around learning; Story circles with kids and dads.
- School suggested SEDEAR to possibly speak on topics.
- Will distribute information about events through P&C Web page.

9.4 Uniforms

- Karen is running uniform shop.
- Coat hanger donations needed
- Motion to fund up to \$400.00 for uniforms purchases. Moved: Karen Hunt Seconded: Barbs Harvey. **Motion passed.**

9.5 Canteen

- Gluten free lasagna is now on sale.
- Volunteers needed for Fridays

9.6 School Banking

- Nothing to report.

9.7 School Board

- Nothing to report

10 New Business

- P&C suggestion box suggestion was agree to by School. Mr Downs will organize placement at reception and P&C will place posters at Canteen etc promoting the boxes availability. Secretary will collect any suggestions and send to President to be placed on agenda.
- Volunteer Directory – Items and skills – no advertising. Leisa Veal will coordinate to complete list. Leisa will draft note calling for volunteers to be listed in book in newsletter to be sent to Barbs Harvey.
- Art Market is scheduled for 17 November 2017.
- Term 4 orientation day School Bank requested to speak.

DATE of Next Meeting Monday 26 September 2016

Action items from last meeting Monday 25 July and previous meeting(s)

Date & No.	Action Required:	Action By:
29.8.2016	Create a volunteer directory	29.8.2016 Leisa Veale will coordinate to directory. Leisa will draft note calling for volunteers to be listed in book in newsletter to be sent to Barbs Harvey.
25.7.16	Contact City Beach Primary P&C seeking more information about Western Suburbs High School action	29.8.2016 Correspondence from School Board Group and Minister distributed (attached for review) 25.7.2016 Troy
27.6.16	Information to P&C members about signing up to google group for Father Project Activities	Completed 25.7.2016 progressing 27.6.2016 by Michelle
30.5.16	Submit 2015 annual info sheet to Australian Charities and Not-for-profits commission	29.8.2016 Progressing 25.7.2016 organising password; outstanding return lodged by Catherine 27.6.16 Michelle to action; organizing password 20.5.16 Michelle to action
(previous)	Examine term deposit conditions and rates for part of principle account balance	29.8.2016 – nothing to report 25.7.2016 - treasure reported high-interest saving accounts are not available to organisations are only for personal accounts. Combiz has a higher interest account but has \$10.00 fee. Bree to explore with Combiz the possibility of waving fee. Otherwise must have balance of \$10K-\$15K to offset fee costs. 27.6.2016 – treasure has reviewed Terms require a min of 10K 3months 2.6% & 6 months 3.9%. Discussion about using funds rather than holding for future spending. Decision not to pursue term deposit Maximiser online saving account e.g INGdirect to be explored.

		<p>30.5.16 – held over 2.5.16 – held over AAN – held over for action by BD</p>
<p>22/2/2016 9.5</p>	<p>Canteen employment agreements</p>	<p>29.8.2019 Troy will contact WASCCO again to get contract template. Issue contracts. Item is COMPLETED</p> <p>24.7.2016 – Bree reported that the staff should be re-categorised to the fed award 1 July from the restaurant, Tearoom and Catering state award. Currently paying above the Fed rate.</p> <p>For Action – Troy to reissue and issue contracts under Fed award.</p> <p>27.6.16 – Waiting for response from WACSSO.</p> <p>30.5.16 – held over</p> <p>2.5.16 – Manager's contract out of date; Coordinator does not have contract; TV sought advice from WACSSO. Item pending WASCCO response.</p> <p>JM and AAN WACSSO – TV to call for info regarding standard contracts.</p> <p>AAN – Contacted Toni J to obtain copy of Canteen Manager's terms of employment. To be forwarded to JM & TV for Canteen Committee meeting.</p>

Attendance

Greg Downs
Troy Vukojevich
Jane Spencer
Clare Lawson
Amanda Major
Steve Schupp
Leisa Veale
Janelle Haines
Karen Hunt
Barbs Harvey
Michelle Jahn

Cash Summary
Deanmore Primary School P&C Association
Main
Year to Date
Excluding GST

August 2016

YTD Actual

Income	
Afternoon team in the park	\$788.00
Bank Interest Income	\$110.44
Commissions Received	\$579.31
Faction t-shirts payments received	\$4,242.00
Fundraising Income	\$19,852.95
Netball fees Received	\$8,450.00
Other Revenue	\$2,440.50
Quiz night monies received	\$7,460.30
Second hand uniform shop sales	\$1,072.00
Subscriptions Received	\$30.00
Total Income	\$45,025.50
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Less Operating Expenses	
artMarket expenses	\$152.00
Bank Fees	\$563.79
Bookfair Costs	\$1,892.00
Deanmore P&C	\$428.50
Floats	\$470.00
Food Purchases	\$268.15
Fundraising expenses	\$1,805.46
Insurance	\$324.80
Memberships & Registrations	\$937.45
Netball Expenses	\$109.85
Netball fees paid to PNA	\$8,525.00
P&C Donations to Deanmore Primary School	\$18,580.00
Quiz night expenses	\$2,088.76
Telephone & Internet	\$46.00
Uniforms - factions t-shirts and hats	\$4,260.00
Uniforms - leavers polos	\$208.45
Total Operating Expenses	\$40,660.21
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Add Unpresented Cheques: #1410	\$204.00
	\$204.00
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Closing Balance as per Statement @ 28/08/16	\$40,404.84
Funds held in trust Surplus netball fees l	\$835.00
Allocated funds	\$10,408.38
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Funds available for distribution	\$28,957.46
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Bank Reconciliation Summary

Commbank Main 10035787
Deanmore Primary School P&C Association
As at 28 August 2016

Date	Description	Reference	Amount
28 Aug 2016	Balance in Xero		40,404.84
28 Aug 2016	Statement Balance		40,404.84

Bank Statement

Commbank Main 10035787 Deanmore Primary School P&C Association From 1 August 2016 to 28 August 2016

Date	Description	Date imported into Xero	Reference	Reconciled	Source	Amount	Balance
1 Aug 2016	Opening Balance						42,157.48
1 Aug 2016	DEPOSIT INTEREST	1 Aug 2016	INT	Yes	Auto	8.67	42,166.15
2 Aug 2016	CBA POS FEE 167625	2 Aug 2016	MIS	Yes	Auto	(0.20)	42,165.95
2 Aug 2016	53531096905547 89 CBA MERCHANT FEE	2 Aug 2016	M T	Yes	Auto	(50.55)	42,115.40
4 Aug 2016	Lylah Hayward-McRo B J HAYWARD	4 Aug 2016	MIS	Yes	Auto	20.00	42,135.40
4 Aug 2016	T Hibberd size 6 NETBANK TFR	4 Aug 2016	D E 873	Yes	Auto	20.00	42,155.40
4 Aug 2016	Quiz N Bond DEANMORE PRIMARY	4 Aug 2016	D E 315	Yes	Auto	(250.00)	41,905.40
5 Aug 2016	POS 16762500 05 AUG	5 Aug 2016	AGN 16762500	Yes	Auto	270.00	42,175.40
8 Aug 2016	Bullock faction sh KACHING TFR	8 Aug 2016	D E 873	Yes	Auto	40.00	42,215.40
10 Aug 2016	Faction shirts Belinda Ord-Hume	10 Aug 2016	MIS	Yes	Auto	40.00	42,255.40
11 Aug 2016	CHARLOTTE -T-shirt ZAVALA-VIDAL	11 Aug 2016	MIS	Yes	Auto	20.00	42,275.40
12 Aug 2016	Craig Quiz George Craig	12 Aug 2016	MIS	Yes	Auto	240.00	42,515.40
12 Aug 2016	POS 16762500 12 AUG	12 Aug 2016	AGN 16762500	Yes	Auto	190.00	42,705.40
13 Aug 2016	POS 16762500 13 AUG	13 Aug 2016	AGN 16762500	Yes	Auto	1,758.60	44,464.00
15 Aug 2016	TRYBOOKING PAYMENT TRYBOOKING	15 Aug 2016	MIS	Yes	Auto	2,669.40	47,133.40
15 Aug 2016		15 Aug 2016	AGN 9999	Yes	Auto	1,852.30	48,985.70
15 Aug 2016	M Nesbit Statement A R Nesbit MIA	15 Aug 2016	MIS	Yes	Auto	345.00	49,330.70
15 Aug 2016		15 Aug 2016	AGN 9999	Yes	Auto	100.00	49,430.70
15 Aug 2016		15 Aug 2016	AGN 9999	Yes	Auto	60.00	49,490.70
15 Aug 2016	Vol Cont E Nesbit A R Nesbit Emily	15 Aug 2016	MIS	Yes	Auto	60.00	49,550.70
15 Aug 2016	K McGovern t shirt KACHING TFR	15 Aug 2016	D E 873	Yes	Auto	40.00	49,590.70
15 Aug 2016	Scitech Excursion A R Nesbit MIA	15 Aug 2016	MIS	Yes	Auto	17.00	49,607.70

Bank Statement

Date	Description	Date imported into Xero	Reference	Reconciled	Source	Amount	Balance
15 Aug 2016	TRANS FEES-0298590 (T) COMMBIZ FEES	15 Aug 2016	D E 342	Yes	Auto	(24.75)	49,582.95
19 Aug 2016	Natalie Glenister KACHING TFR	19 Aug 2016	D E 873	Yes	Auto	40.00	49,622.95
19 Aug 2016	POS 16762500 19 AUG	19 Aug 2016	AGN 16762500	Yes	Auto	25.00	49,647.95
22 Aug 2016		22 Aug 2016	CSH 6157	Yes	Auto	1,104.50	50,752.45
24 Aug 2016	MiaN GOV HOUSE 24 Ash Nesbit	24 Aug 2016	MIS	Yes	Auto	6.50	50,758.95
25 Aug 2016	ICT Millin NETBANK TFR	25 Aug 2016	D E 873	Yes	Auto	100.00	50,858.95
25 Aug 2016	CJohnson-hood DEANMORE PRIMARY	25 Aug 2016	D E 315	Yes	Auto	(43.45)	50,815.50
25 Aug 2016	DPS inv00000848 DEANMORE PRIMARY	25 Aug 2016	D E 315	Yes	Auto	(64.00)	50,751.50
25 Aug 2016	Nesbit DEANMORE PRIMARY	25 Aug 2016	D E 315	Yes	Auto	(428.50)	50,323.00
25 Aug 2016	Quiz Barbs DEANMORE PRIMARY	25 Aug 2016	D E 315	Yes	Auto	(538.76)	49,784.24
25 Aug 2016	INV1867 Deanmore DEANMORE PRIMARY	25 Aug 2016	D E 315	Yes	Auto	(862.40)	48,921.84
25 Aug 2016	INV0000726 DEANMORE PRIMARY	25 Aug 2016	D E 315	Yes	Auto	(4,257.00)	44,664.84
25 Aug 2016	Faction inv23924 DEANMORE PRIMARY	25 Aug 2016	D E 315	Yes	Auto	(4,260.00)	40,404.84
Closing Balance							40,404.84

Statement Exceptions

Commbank Main 10035787
Deanmore Primary School P&C Association
From 1 August 2016 to 28 August 2016

Profit & Loss
 Deanmore Primary School P&C Association
 Main, All Fundraisings
 1 January 2016 to 31 August 2016

	Afternoon tea in t artMarket	Cake stalls	Commissions	Deanmore Dads CEaster raffle	Faction t-shirts	ICT payments rec Mothers Day Stall Quiz night	School Sausage Sizzle	Second hand uniforms	Total				
Total Income	\$788.00	\$0.00	\$2,162.40	\$579.31	\$3,843.00	\$1,757.35	\$4,242.00	\$7,060.00	\$3,098.85	\$7,460.30	\$1,931.35	\$1,072.00	\$33,994.56
Total Cost of Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$268.15	\$0.00	\$268.15
Total Operating Expenses	\$0.00	\$152.00	\$0.00	\$0.00	\$837.34	\$0.00	\$4,260.00	\$0.00	\$968.12	\$2,088.76	\$0.00	\$0.00	\$8,306.22
Net Profit	\$788.00	-\$152.00	\$2,162.40	\$579.31	\$3,005.66	\$1,757.35	-\$18.00	\$7,060.00	\$2,130.73	\$5,371.54	\$1,663.20	\$1,072.00	\$25,420.19