

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: 2 May 2016

Location: Staff room – Deanmore primary school

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

Present: Attached signed attendance sheet

MINUTES AND DECISION – AGENDA ITEMS FROM MONDAY DATE

1 Welcome and Apologies

Meeting opened by President at:

Apologies: Troy Vulkojevich, Annabell Anderson-Nicholls, Bree Day, Louisa Walker, Toni Johnson, Karin Hunt, Yvett McBain

2 Confirmation of previous Minutes

Corrections: Item 10.1 additional information was added to netball minute.

Resolution:

“that the Minutes of the Ordinary Meeting of 21 March 2016 be accepted as true and correct”

Moved by: Steve Schupp Seconded: Clare Lawson **carried**

3 Business arising & decision(s) out of session

- See Notes on Agenda Minutes and attached statement from President read by chair on 2 May 2016.

Resolution:

*“that it is noted and the executive decision confirmed to fund **61 uniforms** for the Deanmore primary school netball club and 6 sets of bibs for a total of \$2 520.30 (-\$500 raised) = **\$2 020.30”***

Moved by: Sam Maddern Seconded: Jane Spenser **carried**

4 Business arising from Meeting 21 March 2016 – See below

5 Correspondence

Incoming:

School banking statement

ANC Newsletter

Entertainment book publications

Scholastic Book Fair - Clifford

Outgoing: none

Resolution:

that the Correspondence of the Ordinary Meeting of 21 March 2016 is accepted

Moved by: Michelle Jahn Seconded: Lisa Dunstan - **No objections and stands approved**

6 President's Report

- A/President Barbara Harvey chaired the meeting
- Welcomed George Craig to the school on behalf of the P&C

7 Principal's Report – attached

- Thanked the P&C, parents and the school for his great welcome to the school.
- Shared impressions that he was finding the school very friendly and the kids fantastic.
- Shared with the P&C his experience as a teacher and principal at a variety schools and locations.
- Continues his orientation by speaking with all teachers, deputy Principals and reflecting on 'what we want our students to be.'
- Noted that it is important to be clear about why funds are raised, but will take time and a considered approach to setting priorities for P&C funding.

8 Treasure Report

- The treasure was unable to attend and provided reports to the secretary.
- Treasure reports are attached and will be moved at next ordinary meeting.

9 Sub Committee Report

9.1 Fundraising

Term Events

Term Events were discussed -- **no objections and stands adopted.**

- Mothers Day Stall 4th 5th & 6th May 2016 in the undercover area Clare and Amanda have been very busy and looks like its going to be another great success
- 20 May 2016 Cake stall (Middle pod)
- Book Fair 10th 13th 14th 15th June 2016
- Deanmore dads colour run 17 June 2016 – **Action** Steve Schupp to confirm name with Secretary
- Sausage sizzle school lunch time 28 June 2016

Resolutions:

1. *that up to \$1,050 is allocated and expensed for Deanmore dads Colour Run on 17 June 2016. Estimated expenses \$750 and sausage sizzle \$300.*
*Moved: Steve Schupp Seconded: Catherine Pfammatter **carried***
2. *That up to \$350 is allocated and expensed for Sausage Sizzle on 28 June, 2016.*
*Moved: Amanda Major Seconded: Lisa Dustan **carried***

ITC Contributions

ICT is a voluntary contribution paid to the P&C to help the upkeep of computers etc at the school.

ICT contributions were discussed and decided that the form should ask for \$50 per child \$100 capped per family or donation of your choice (the same as 2015) -- **no objections and stands adopted**

Action - President to update and organise form.

9.2 Newsletter/Communications – Barbara Harvey

- Newsletter is progressing well, Louisa will send out reminders for items
- Principal informed that School newsletter will be distrusted even weeks and articles due to Trish by Wednesday afternoon for Friday's distribution.

9.3 Fathering Project – Steve Schupp

- Focus is on planning for colour run.
- All dad's catch up 7:30pm, 10 May 2016, Sportsman's club
- Project has discussed ideas such as school camp out – seeking direction from school administration on how to progress ideas.

9.4 Uniforms

- Nothing to report
-

9.5 Canteen – Barbara Harvey

- Reviewed last canteen meeting minutes. Canteen financial reports distributed - Attached
- Noted modest price rises and that canteen does not seek to make profit or fund raise, but covers cost of food and service.
- Canteen procedure changes –
 - Apple Slinkys will be available before school and at 1st recess only
 - Purchase of multiple ice poles will only be allowed for siblings
 - Frozen juice box purchase at lunch only and prior to 12:40.

10 New Business

10.11 none

Monday 30 May 2016 - Next Meeting

Meeting closed at 8:20pm

Action items from last meeting Monday 2 May 2016

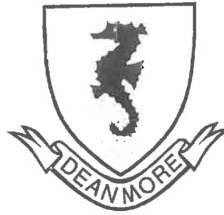
Date & No.	Action Required:	Action By:
2.5.16	ICT contribution form seeking donation	2.5.16 Troy to organise form.
2.5.16	Name of Dad's colour run to be confirmed	2.5.16 Steve to confirm name with secretary

Action items from previous meeting(s) – see attachment for additional details

Date & No.	Action Required	Action By
(previous)	Examine term deposit conditions and rates for part of principle account balance	2.5.16 – held over AAN – held over for action by BD
(previous)	School fundraising priorities for 2016	2.5.16 – held over to review with new principal TV and JM – held over Date planned had to be cancelled - rescheduled
22/2/2016 9.5	Canteen employment agreements	2.5.16 – Manager's contract out of date; Coordinator does not have contract; TV sought advice from WACSSO. Item pending WASCCO response. JM and AAN WACSSO – TV to call for info regarding standard contracts. AAN – Contacted Toni J to obtain copy of Canteen Manager's terms of

		employment. To be forwarded to JM & TV for Canteen Committee meeting.
21/03 7	Explore possibility of employing our own crosswalk attendant	2.5.16 - COMPLETED TV contacted counsel and Main Roads. Counsel would not ratify and Main Roads, who is governing authority would not approve. TV to contact WACSSO re public liability coverage for such an engagement
21/3 9.1	Explore with Embroidme other option for faction T-Shirts	2.5.16 COMPLETED BH brought samples of possible faction shirts for committee to review. Principal noted issue and will review history. BH noted that the P&C has \$1,000 in stock of current faction shirt. Issue referred to Principal and school council for consideration and decision. TV/BH 27/2/16 Still waiting on update of faction tee shirts
21/3 10.1	Netball uniform proposal (design, costing) to be put to exec between meetings, for decision. TV indicated that final approval of the design would rest with the P&C and school admin	2.5.16 COMPLETED see agenda item 3 for motion On agenda (see item number 3 and notes and 21 March Minutes for details)

Attachment – Attendance sheet



DEANMORE PRI

Parents and Citizens' Me

ATTEND

2/5/2016

Do you want a copy of the Minutes of this meeting?

Name	Do you want a copy of the Minutes of this meeting?	
	Yes	By e-mail
Michelle G. John	✓	✓
Jo Marwick	✓	✓
Barbs Harvey	✓	✓
Sam Maddern	✓	✓
GREG DOWNEY	✓	✓
George Craig	✓	✓
Steve Shupp	✓	✓
Catherine Pfammatter	✓	✓
Renée Connell	✓	✓
Lisa Turner	✓	✓
Kaye Juravich	✓	✓
Jane Spencer	✓	✓
Liz Drescher	✓	✓
Amanda Major	✓	✓
Clare Lawson	✓	✓
Nici Ogilvie	✓	✓
Lisa Dunstan	✓	✓

* If you do not have an e-mail address, a copy of the Minutes will be sent to you by post.

Attachment – Netball Uniforms – business out of session – Statement from President read by chair

Netball uniforms. At the last meeting we were asked about providing uniforms for the Deanmore netball girls. We asked Annalise to come back to us with a proposal from Paula Curley re costings and administration of the uniforms. The proposal was received with all costs etc. we also asked for information regarding the administration of the uniforms to make sure they were maintained and looked after and some modest costs were recovered.

Once all these criteria were met we put this to the exec committee to make a decision on whether or not we should fund the uniforms. 2 options were put forward one was to purchase only half of the uniforms, and the other option was to purchase the full amount of uniforms and kit out the entire team to make sure that all of the kids had uniforms.

The result of the vote was 5 to 1 in favour of purchasing the full amount of uniforms. Some may question why this decision was made by the exec team as opposed to waiting for the full meeting of the P&C. It is the role of the exec team to make decisions when required between full meetings of the P&C, we took this decision making process because we felt that if we were going to get the girls uniforms the decision needed to be made sooner rather than later, if we waited for the next meeting the uniforms would not have been received until mid way through the season and therefore it would have been pointless and we may as well have waited until next year. We think it is important to support our kids in sport and for them to have some pride in the uniform that they wear. I would hope that the rest of the P&C don't have an issue with this decision by the exec committee. Notes for the P&C meeting.

Attachment – Business Actions – Statement from President read by Chair

Canteen employment agreements

Called WACSO re canteen workplace agreement they said they would send me info re this but not yet received I will continue to chase up

Explore possibility of employing our own crosswalk attendant

School crossing run by the P&C . I rang the council to talk about whether or not we could run our own crosswalk manned by the P&C, the council said it could not be ratified by them due to the fact that crosswalks are the jurisdiction of the main roads dept. spoke to main roads and they said no not possible.

Attachments– TREASURE REPORTS

Cash Summary Deanmore Primary School P&C Association Main For the 3 months ended 30 April 2016 Excluding GST

	Apr 2016
Income	
Afternoon team in the park	\$788.00
Bank Interest Income	\$48.05
Commissions Received	\$213.74
Faction t-shirts payments received	\$42.00
Fundraising Income	\$2,746.10
Netball fees Received	\$8,450.00
Other Revenue	\$101.00
Second hand uniform shop sales	\$122.00
Subscriptions Received	\$29.00
Total Income	\$12,539.89
<hr/>	
Less Operating Expenses	
Bank Fees	\$203.36
Floats	\$470.00
Food Purchases	\$133.88
Insurance	\$324.80
Netball fees paid to PNA	\$3,928.25
P&C Donations to Deanmore Primary School	\$320.00
Telephone & Internet	\$22.00
Total Operating Expenses	\$5,402.29
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Add Unpresented Cheques	#1410 \$204.00
<hr/>	
Closing Balance as per statement @ 02/05/2016	\$42,666.67
Funds Held in trust	
Surplus Netball fees from 2014/2015	\$1,030.00
Netball Fees 2016	\$4,521.75
Allocated Funds	\$0.00
<hr/>	
Funds available for distribution	\$36,910.92
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Profit & Loss
Deanmore Primary School P&C Association
All Fundraisings
1 January 2016 to 2 May 2016

	Afternoon tea in the park	artMarket	Commissions	Faction t- shirts	Second hand uniforms	Unassigne d	Total
Income							
Afternoon team in the park	\$788.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$788.00
Bank Interest Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87.39	\$87.39
Canteen Takings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,297.05	\$15,297.05
Commissions Received	\$0.00	\$0.00	\$359.16	\$0.00	\$0.00	\$0.00	\$359.16
Faction t-shirts payments received	\$0.00	\$0.00	\$0.00	\$42.00	\$0.00	\$0.00	\$42.00
Fundraising Income	\$1,043.85	\$1,702.25	\$0.00	\$0.00	\$0.00	\$0.00	\$2,746.10
Netball fees Received	\$280.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,170.00	\$8,450.00
Other Revenue	\$0.00	\$101.00	\$0.00	\$0.00	\$0.00	\$0.00	\$101.00
Second hand uniform shop sales	\$0.00	\$0.00	\$0.00	\$0.00	\$577.00	\$27.00	\$604.00
Subscriptions Received	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$29.00	\$29.00
Total Income	\$2,111.85	\$1,803.25	\$359.16	\$42.00	\$577.00	\$23,610.44	\$28,503.70
Less Cost of Sales							
Drink Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,988.76	\$1,988.76
Floats	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$470.00	\$470.00
Food Purchases	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,531.19	\$6,531.19
Total Cost of Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,989.95	\$8,989.95
Gross Profit	\$2,111.85	\$1,803.25	\$359.16	\$42.00	\$577.00	\$14,620.49	\$19,513.75
Less Operating Expenses							
Bank Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$333.99	\$333.99
Bookkeeping	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$800.00
Cleaning Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16.33	\$16.33
Commissions - Online Canteen	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$164.87	\$164.87
Delivery Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.90	\$25.90
Fundraising expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$625.39	\$625.39
Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$324.80	\$324.80
Kitchen Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.36	\$35.36
Netball fees paid to PNA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,928.25	\$3,928.25
P&C Donations to Deanmore Primary School	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$320.00	\$320.00
Printing & Stationery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$125.13	\$125.13
Superannuation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$486.02	\$486.02
Takeaway Consumables	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$252.05	\$252.05
Telephone & Internet	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46.00	\$46.00
Wages and Salaries	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,166.00	\$6,166.00
Total Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,650.09	\$13,650.09
Net Profit	\$2,111.85	\$1,803.25	\$359.16	\$42.00	\$577.00	\$970.40	\$5,863.66

Bank Reconciliation Summary

Commbank Main 10035787
Deanmore Primary School P&C
Association
As at 2 May 2016

Date	Description	Reference	Amount
<u>2/5/16</u>	<u>Balance in Xero</u>		<u>\$42,666.87</u>
<u>2/5/16</u>	<u>Statement Balance</u>		<u>\$42,666.87</u>

Attachments Canteen financial reports and committee Minutes

Cash Summary
Deanmore Primary School P&C Association
Canteen
1 January 2016 to 29 April 2016

Income	
Bank Interest Income	\$6.10
Canteen Takings	\$15,297.05
Total Income	\$15,303.15
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Less Outgoings	
Bank Fees	\$64.08
Bookkeeping	\$800.00
Cleaning Supplies	\$16.33
Commissions - Online Canteen	\$164.87
Delivery Fees	\$23.90
Drink Purchases	\$2,491.81
Food Purchases	\$6,679.88
Kitchen Supplies	\$35.36
Printing & Stationery	\$125.13
Takeaway Consumables	\$260.05
Wages Paid	\$6,112.00
PAYG Withholding	\$54.00
Superannuation	\$440.42
Total Outgoings	\$17,267.83
<hr/>	
Net Cash	-\$1,964.68
<hr/>	
Summary	
Opening Cash at Bank 1 Jan 16	\$2,930.89
Plus Net Cash Movement	-\$1,964.68
Closing Cash at Bank 29 Apr 16	\$966.21

Canteen Profit and Loss

Deanmore Primary School P&C Association
For the period 1 January 2016 to 29 April 2016
Cash Basis

1 JAN-29 APR 2016

Trading Income	
Bank Interest Income	6.10
Canteen Takings	15,297.05
Total Trading Income	15,303.15
Cost of Sales	
Drink Purchases	2,491.81
Food Purchases	6,679.88
Total Cost of Sales	9,171.69
Gross Profit	6,131.46
Operating Expenses	
Bank Fees	64.08
Bookkeeping	800.00
Cleaning Supplies	16.33
Commissions - Online Canteen	164.87
Delivery Fees	23.90
Kitchen Supplies	35.36
Printing & Stationery	125.13
Superannuation	486.02
Takeaway Consumables	260.05
Wages and Salaries	6,166.00
Total Operating Expenses	8,141.74
Net Profit	(2,010.28)

Profit & Loss

Deanmore Primary School P&C Association Canteen 1 January 2016 to 29 April 2016 Cash Basis

	29 Apr 16	29 Apr 15
Income		
Bank Interest Income	6	13
Canteen Takings	15,297	12,557
Reimbursements Received	-	665
Total Income	15,303	13,235
Less Cost of Sales		
Drink Purchases	2,492	2,060
Food Purchases	6,680	5,948
Total Cost of Sales	9,172	8,008
Gross Profit	6,131	5,227
Less Operating Expenses		
Bank Fees	64	74
Bookkeeping	800	800
Cleaning Supplies	16	-
Commissions - Online Canteen	165	9
Delivery Fees	24	-
Kitchen Supplies	35	39
Printing & Stationery	125	74
Superannuation	486	434
Takeaway Consumables	260	153
Wages and Salaries	6,166	5,885
Total Operating Expenses	8,142	7,467
Net Profit	(2,010)	(2,240)

Bank Reconciliation Summary

Commbank Canteen 10035883
Deanmore Primary School P&C Association
As at 29 April 2016

Date	Description	Reference	Amount
29 Apr 2016	Balance in Xero		966.21
29 Apr 2016	Statement Balance		966.21

Bank Statement

Commbank Canteen 10035883 Deanmore Primary School P&C Association From 1 April 2016 to 29 April 2016

Date	Description	Date imported into Xero	Reference	Reconciled	Source	Amount	Balance
1 Apr 2016	Opening Balance						3,553.24
1 Apr 2016		1 Apr 2016	CSH 6157	Yes	Auto	920.00	4,473.24
1 Apr 2016	OOO CANTEEN OUR ONLINE CANTE	1 Apr 2016	MIS	Yes	Auto	555.50	5,028.74
1 Apr 2016	DEPOSIT INTEREST	1 Apr 2016	INT	Yes	Auto	1.92	5,030.66
8 Apr 2016		8 Apr 2016	CSH 6157	Yes	Auto	1,120.00	6,150.66
9 Apr 2016	Bookkeeping DEANMORE PARENTS	9 Apr 2016	D E 315	Yes	Auto	(200.00)	5,950.66
9 Apr 2016	3438542809 Superan COMMBIZ BPAY	9 Apr 2016	M T	Yes	Auto	(440.42)	5,510.24
9 Apr 2016	Wages DEANMORE PARENTS	9 Apr 2016	D E 315	Yes	Auto	(1,280.00)	4,230.24
10 Apr 2016	OOO CANTEEN OUR ONLINE CANTE	10 Apr 2016	MIS	Yes	Auto	625.94	4,856.18
15 Apr 2016	TRANS FEES-0298591 (T) COMMBIZ FEES	15 Apr 2016	D E 342	Yes	Auto	(17.88)	4,838.30
19 Apr 2016	J Dowling expenses DEANMORE PARENTS	19 Apr 2016	D E 315	Yes	Auto	(167.81)	4,670.49
19 Apr 2016	GoodmanFielder019 405 DEANMORE PARE Co	19 Apr 2016	D E 315	Yes	Auto	(179.39)	4,491.10
19 Apr 2016	PerthFrozenFoods19 DEANMORE PARENTS	19 Apr 2016	D E 315	Yes	Auto	(209.55)	4,281.55
19 Apr 2016	Woolworths0604 DEANMORE PARE Co	19 Apr 2016	D E 315	Yes	Auto	(262.83)	4,018.72
19 Apr 2016	Mrs Macs DEANMORE PARENTS	19 Apr 2016	D E 315	Yes	Auto	(350.40)	3,668.32
19 Apr 2016	Brownes DEANMORE PARENTS	19 Apr 2016	D E 315	Yes	Auto	(608.05)	3,060.27
19 Apr 2016	00631733 DEANMORE PARE Co	19 Apr 2016	D E 315	Yes	Auto	(1,021.45)	2,038.82
19 Apr 2016	Just Pizza DEANMORE PARENTS	19 Apr 2016	D E 315	Yes	Auto	(1,072.61)	966.21
	Closing Balance						966.21



CANTEEN COMMITTEE

MEETING Date: 31/03/16

Janina Dowling, Troy Vukojevich, Barbs Harvey, Jo Marwick

ITEM:	AGENDA ITEMS:	PROPOSED BY:	TIME ALLOCATED:	OUTCOME:
Welcome & Apologies:				
	Canteen Finances	Troy	10 mins	<ul style="list-style-type: none"> Canteen is currently breaking even. May need to adjust prices to cover increased costs. P&C feel that the canteen's purpose is to provide a service for the school community, so doesn't need to make a profit. As long as it is breaking even and not running at a loss, the P&C are happy to continue with current pricing and staff arrangements.
	Contracts	Troy	10 mins	<ul style="list-style-type: none"> Finding from P&C audit- Jenny Clark was employed without any formal contract. This needs to be rectified. Troy will liaise with Annabel and WACSO to see what is required to put a contract in place. Janina has a contract, but it is outdated and doesn't reflect her current rate of pay. Action: Troy to follow up on work agreements
	Menu	Janina	10 mins	<ul style="list-style-type: none"> There will be a few changes to the winter menu. Curry and pumpkin soup will be taken off the menu due to poor sales. Quiche will be added to the menu. There are a few price increases to some items as a result of price increases from suppliers. All agreed to menu

				changes and price increases to reflect increase cost of items
	School issues	Jo	5 mins	<ul style="list-style-type: none"> • Frozen juice boxes are not being eaten during the lunch break and causing issues • for class teachers with children wanting to store them until after school. Action: Frozen juice boxes won't be sold after 12.40 to allow students time to eat them before the end of lunch break. • Students purchasing multiple icy-poles for friends. Action: Canteen staff to monitor and refuse requests to buy multiple icy-poles unless it's for a sibling. Jo to mention this issue in the newsletter and encourage parents to not send students to school with larger amounts of money than required to purchase their lunch and snacks.
	Canteen issues	Barbs	5 mins	<ul style="list-style-type: none"> • Number of students coming to the canteen to have apples cut into slinkies for crunch and sip. Now impacting on food preparation for recess. Action: Students can have apples cut into slinkies before school or at recess only.
Next meeting:				To be advised