

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, facilities 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: 30 May 2016

Location: Staff room – Deanmore primary school

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

Present: Attached list from signed attendance sheet

MINUTES AND DECISION – AGENDA ITEMS FROM MONDAY DATE

1 Welcome and Apologies
Meeting opened by President at:
Apologies: Catherine Nicholson; Elizabeth Eilderfield, Barb Harvey; Annabel Anderson-Nicholls; Sam Madden; Greg Downes

2 Confirmation of previous Minutes

Resolution:

“that the Minutes of the Ordinary Meeting of 2 May 2016 be accepted as true and correct”

Moved by: Clare Lawson Seconded: Jo Marwick **carried**

3 Business arising & decision(s) out of session

- none

4 Business arising from Meeting 21 March 2016 – See below

5 Correspondence

Incoming:

WACSSO – No nominations for WACSSO State Council from Perth Central Electorate. The electorate will remain unrepresented

State School Teachers Union of Western Australia –

- Announcing a Putting Our Kids First campaign inviting P&C to take part in the “Your Better Picture” competition to win \$1,000
- States -- Mr Barnett is now spending \$500,000 on advertising designed to hide effects of his cuts to public schools across the state.
- Asks P&C to – tell us (the Teachers’ union) how their school could better spend up to \$500,000 improve education for your students.
- Provided flyer and website for more information

Australian Charities and Not-for-profits commission – Notifying it is time to submit 2015 Annual Information Sheet. **Secretary to action**

Outgoing: none

Resolution – held over to 30 June

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

Moved by: Seconded: -

- 6 President's Report
 - Welcomed George
- 7 Principal's Report – attached
 - Term was going well and so to the fantastic kids
 - Great cake stall and mother's day stalls
 - Placing a school calendar up to allow for better event scheduling
 - Priorities were focused on the greatest benefit for the greatest number of students

8 Treasure Report

Resolution(s)

Motion: *“that the changeover of Bank Signatories noted below be accepted”*

Account # 035883 - Canteen Account

Remove Annabel Anderson-Nicholls (outgoing Treasurer) and Suzanne Croston (outgoing Vice President)

Add Bree Day (incoming Treasurer) and Barbara Harvey (incoming Vice President)

Account # 035787 - Main Account

Remove Annabel Anderson-Nicholls (outgoing Treasurer), Suzanne Croston (outgoing Vice President) and Catherine Pfammatter (outgoing Secretary)

Add Bree Day (incoming Treasurer), Barbara Harvey (incoming Vice President) and Michelle Q Jahn (incoming Secretary)

Moved by: Lisa Dunstan Seconded: Karin Hunt **No objections and stands approved**

- Treasure reported accounts health with \$47,200 mothers day brought \$2,400, ICT \$2,550. After allocated funds there was just over \$41,000 to distribute. See reports for detail.
- Noted canteen's aged payables and breakeven point. Would review the price increases in the next few months and look at a number of measures.

that the Treasure Report of the Ordinary Meeting of 2 May 2016 and 30 May 2016 is accepted

Moved by: Lisa Dunstan Seconded: Karin Hunt **No objections and stands approved**

9 Sub Committee Report

9.1 Fundraising

- Deanmore dad's dash was seeking two volunteers per class. Arrangements were made for other activities if kids were not participating in Deanmore Dad's Dash.
- Book fair scholastic has asked us to reconsider and have a second book fair. P&C advised they were happy have second if allocation could be received in cash not books (library has enough books). Troy will speak with Alison.
- Quiz night will be Friday 12 August 2016
- 2017 Art market is preparing and seeking active involvement from many for committee.

9.2 Newsletter/Communications –

- Principal commented that he was conducting a survey of parent re the newsletter to determine how to best meet communication needs.

9.3 Fathering Project – Steve Schupp

- Discussed logistics of Deanmore Dad Dash.

9.4 Uniforms

- Uniform shop is going well.
- Year 6 order forms are now being processed and the hoodies are ready to print.

Resolution:

“that the P&C fund artwork for year 6 leavers hoodies of \$150.00”

Moved by: Nici Ogle Seconded: Clare Lawson **No objections and stands approved**

9.5 Canteen – Barbara Harvey

- Nothing to report
- Canteen needs volunteers noted under fundraising

10 New Business

10.1 School Priorities

1. Athletics for all student for 2016
2. Reading eggs for all students 2016
3. ipad leases payment for 3 years - school will allocate teacher to ensure successful implementation
4. Sustainability right program – waste wise grant
5. Maintenance cost for Jr Nature play water pump

Resolutions:

“that the P&C fund 2016 Athletics program of \$5,150.00”

Moved by: Nici Ogle Seconded: Steve Schupp **No objections and stands approved**

“that the P&C fund 2016 Reading Eggs program of \$5,320.00”

Moved by: Clare Lawson Seconded: Karin Hunt **No objections and stands approved**

“that the P&C fund ipad leases for 3 years and allocate and fund \$13,486.00 for this year ipad leases”

Moved by: Lisa Dunstan Seconded: Amanda Major **No objections and stands approved**

There was an additional discussion about nature play area for senior students to be considered for future priorities.

10.2 Bree Day reminded that the Telstra Grant of \$1,200 has not been used and next round opens in August.

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:
20.6.2016	Use Telstra Grant of \$1,200, next grants open in August.	

30.6.2016	Australian Charities Annual information statement due	30.5.201 Michelle to action.
2.5.16	ICT contribution form seeking donation	COMPLETED 2.5.16 Troy to organise form.
2.5.16	Name of Dad's colour run to be confirmed	COMPLETED 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	20.6.2016 – held over 2.5.16 – held over AAN – held over for action by BD
(previous)	School fundraising priorities for 2016	COMPLETED 30.6.2016 Troy met with principal and received a letter outlining priorities. Set to be discussed under general business. 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	30.6.16 – Following up with WASCCO and will distribute prior to next meeting. 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.

Attachment – Attendance sheet

In Attendance:

- Michelle Q Jahn
- Jo Marwick
- George Craig
- Dan Rodgers
- Clare Lawson
- Kaye Juracich
- Amanda Major
- Karin Hunt
- Leisa Veale
- Jane Speru
- Lisa Dunstan
- Bree Day
- Sylvie Maiorana
- Troy Vulkojevich
- Steven Schupp
- Nici Ogle

COMMITTEE REPORTS

30 May 2016

Meeting Information

Fundraising report

- Book Fair coming up Friday 10th, Monday 13th, Tuesday 14th, Wednesday 15th.
- The Deanmore Dad's Dash 17th June.
- Sausage sizzle 28th June

- Faction tee shirts were discussed at school board and we are now waiting for samples from JFE to show at next Board Meeting on the 16th June.

- Quiz night has been provisionally booked on Friday 12th August at Scarborough Sportsman's Club Fundraising Team to meet up soon to work out finer details.

- Meetings will start soon for ArtMarket 2017 if your keen to get involved in the committee please come along will let all know when the next meeting is through the weekly summary to class reps.

Newsletter Report

- In the absence of Lousia Barbs is doing P&C newsletter items please e-mail any items to her for the time being.

Canteen Report

- All going well but still need volunteers Yvette is doing a lot of shifts so it would be good to spread the load.

- See attached Canteen finance reports

Bank Reconciliation Summary

Commbank Main 10035787
Deanmore Primary School P&C Association
As at 27 May 2016

Date	Description	Reference	Amount
27 May 2016	Balance in Xero		47,293.08
27 May 2016	Statement Balance		47,293.08

Bank Statement

Commbank Main 10035787 Deanmore Primary School P&C Association From 1 May 2016 to 27 May 2016

Date	Description	Date imported into Xero	Reference	Reconciled	Source	Amount	Balance
1 May 2016	Opening Balance						42,648.92
1 May 2016	DEPOSIT INTEREST	1 May 2016	INT	Yes	Auto	17.95	42,666.87
2 May 2016	CBA POS FEE 167625	2 May 2016	MIS	Yes	Auto	(0.20)	42,666.67
3 May 2016	53531096905547 89 CBA MERCHANT FEE	3 May 2016	M T	Yes	Auto	(49.56)	42,617.11
6 May 2016		6 May 2016	AGN 2	Yes	Auto	450.00	43,067.11
6 May 2016		6 May 2016	AGN 1	Yes	Auto	20.00	43,087.11
6 May 2016	POS 16762500 06 MAY	6 May 2016	AGN 16762500	Yes	Auto	15.00	43,102.11
10 May 2016		10 May 2016	CSH	Yes	Auto	3,098.85	46,200.96
13 May 2016	POS 16762500 13 MAY	13 May 2016	AGN 16762500	Yes	Auto	95.00	46,295.96
16 May 2016	TRANS FEES-0298590 (T) COMMBIZ FEES	16 May 2016	D E 342	Yes	Auto	(17.88)	46,278.08
16 May 2016		16 May 2016	CHQ 000001412	Yes	Auto	(1,035.00)	45,243.08
19 May 2016	ICT donation ICT LEVITT	19 May 2016	MIS	Yes	Auto	50.00	45,293.08
20 May 2016	ICT Boucher NETBANK TFR	20 May 2016	D E 873	Yes	Auto	100.00	45,393.08
23 May 2016	ICT Exeter Kelly Exeter	23 May 2016	MIS	Yes	Auto	100.00	45,493.08
23 May 2016	Kyle-Taylor Harper HARPER-JOANNA LO	23 May 2016	MIS	Yes	Auto	100.00	45,593.08
23 May 2016	Hicks ICT Shelley Netta H	23 May 2016	MIS	Yes	Auto	100.00	45,693.08
23 May 2016	K and W Murphy Nicole Murphy	23 May 2016	MIS	Yes	Auto	100.00	45,793.08
23 May 2016	ITC Devellerez I Devellerez	23 May 2016	MIS	Yes	Auto	100.00	45,893.08
23 May 2016	ICT McBain NETBANK TFR	23 May 2016	D E 873	Yes	Auto	100.00	45,993.08
24 May 2016	1	24 May 2016	AGN 9999	Yes	Auto	500.00	46,493.08
24 May 2016	1	24 May 2016	CHQ 6157	Yes	Auto	500.00	46,993.08
24 May 2016	ITC SABIAN MARETTI MICHMAR PTY LTD	24 May 2016	MIS	Yes	Auto	100.00	47,093.08
24 May 2016	ICT Weeden Nicole Buschgens	24 May 2016	MIS	Yes	Auto	100.00	47,193.08
24 May 2016	ICT Vaughan MRS SANDRA BURGE	24 May 2016	MIS	Yes	Auto	100.00	47,293.08

Bank Statement

Date	Description	Date imported into Xero	Reference	Reconciled	Source	Amount	Balance
24 May 2016	ICT SOFIA MARETTI MICHMAR PTY LTD	24 May 2016	MIS	Yes	Auto	100.00	47,393.08
24 May 2016	ICT Disley NETBANK TFR	24 May 2016	D E 873	Yes	Auto	100.00	47,493.08
24 May 2016	ict Hebiton WARWICK-SMITH-KR	24 May 2016	MIS	Yes	Auto	50.00	47,543.08
24 May 2016		24 May 2016	REV	Yes	Auto	(500.00)	47,043.08
25 May 2016	ICT contribution O Neill	25 May 2016	MIS	Yes	Auto	100.00	47,143.08
25 May 2016	ICT Pfammatter MISS CATHERINE N	25 May 2016	MIS	Yes	Auto	50.00	47,193.08
26 May 2016	ict Scaglione SCAGLIONE TONY	26 May 2016	MIS	Yes	Auto	100.00	47,293.08
Closing Balance							47,293.08

Statement Exceptions

Commbank Main 10035787
Deanmore Primary School P&C Association
From 1 May 2016 to 27 May 2016

Bank Reconciliation Summary

Commbank Canteen 10035883
Deanmore Primary School P&C Association
As at 20 May 2016

Date	Description	Reference	Amount
20 May 2016	Balance in Xero		2,650.28
20 May 2016	Statement Balance		2,650.28

Cash Summary
Deanmore Primary School P&C Association
Canteen
1 January 2016 to 20 May 2016

Income	
Bank Interest Income	\$7.52
Canteen Takings	\$21,278.35
Total Income	\$21,285.87
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Less Outgoings	
Bank Fees	\$81.41
Bookkeeping	\$1,000.00
Cleaning Supplies	\$16.33
Commissions - Online Canteen	\$226.24
Delivery Fees	\$25.90
Drink Purchases	\$2,836.34
Food Purchases	\$7,829.30
Kitchen Supplies	\$35.36
Printing & Stationery	\$125.13
Takeaway Consumables	\$260.05
Wages Paid	\$8,636.00
PAYG Withholding	\$54.00
Superannuation	\$440.42
Total Outgoings	\$21,566.48
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Net Cash	-\$280.61
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Summary	
Opening Cash at Bank 1 Jan 16	\$2,930.89
Plus Net Cash Movement	-\$280.61
Closing Cash at Bank 20 May 16	\$2,650.28

Canteen Profit and Loss

Deanmore Primary School P&C Association
For the period 1 January 2016 to 20 May 2016
Cash Basis

1 JAN-20 MAY 2016

Trading Income	
Bank Interest Income	7.52
Canteen Takings	21,278.35
Total Trading Income	21,285.87
Cost of Sales	
Drink Purchases	2,836.34
Food Purchases	7,829.30
Total Cost of Sales	10,665.64
Gross Profit	10,620.23
Operating Expenses	
Bank Fees	81.41
Bookkeeping	1,000.00
Cleaning Supplies	16.33
Commissions - Online Canteen	226.24
Delivery Fees	25.90
Kitchen Supplies	35.36
Printing & Stationery	125.13
Superannuation	729.22
Takeaway Consumables	260.05
Wages and Salaries	8,726.00
Total Operating Expenses	11,225.64
Net Profit	(605.41)

Profit & Loss

Deanmore Primary School P&C Association
Canteen
1 January 2016 to 20 May 2016
Cash Basis

	20 May 16	20 May 15
Income		
Bank Interest Income	8	15
Canteen Takings	21,278	17,716
Reimbursements Received	-	1,128
Total Income	21,286	18,858
Less Cost of Sales		
Drink Purchases	2,836	2,060
Food Purchases	7,829	5,948
Total Cost of Sales	10,666	8,008
Gross Profit	10,620	10,850
Less Operating Expenses		
Bank Fees	81	91
Bookkeeping	1,000	1,000
Cleaning Supplies	16	-
Commissions - Online Canteen	226	51
Delivery Fees	26	-
Kitchen Supplies	35	39
Printing & Stationery	125	74
Superannuation	729	502
Takeaway Consumables	260	153
Wages and Salaries	8,726	7,165
Total Operating Expenses	11,226	9,075
Net Profit	(605)	1,775

Aged Payables Detail

Deanmore Primary School P&C Association

As at 20 May 2016

INVOICE DATE	DUE DATE	INVOICE REFERENCE	CURRENT	< 1 MONTH	OLDER	TOTAL
Brownes						
4 May 2016	15 Jun 2016	13194921	142.43	-	-	142.43
11 May 2016	15 Jun 2016	13205712	190.92	-	-	190.92
16 May 2016	15 Jun 2016	13212937	144.18	-	-	144.18
Total Brownes			477.53	-	-	477.53
Goodman Fielder						
1 May 2016	15 Jun 2016	0991844423	33.09	-	-	33.09
8 May 2016	15 Jun 2016	0991859017	46.34	-	-	46.34
15 May 2016	15 Jun 2016	0991874046	49.12	-	-	49.12
Total Goodman Fielder			128.55	-	-	128.55
Just Pizza						
4 May 2016	15 Jun 2016	00081925	317.19	-	-	317.19
11 May 2016	15 Jun 2016	00082027	171.22	-	-	171.22
18 May 2016	15 Jun 2016	00082156	223.78	-	-	223.78
Total Just Pizza			712.19	-	-	712.19
Mrs Macs						
6 May 2016	15 Jun 2016	3737772	189.05	-	-	189.05
13 May 2016	15 Jun 2016	3740079	219.20	-	-	219.20
20 May 2016	15 Jun 2016	3742506	159.80	-	-	159.80
Total Mrs Macs			568.05	-	-	568.05
Perth Frozen Foods						
13 May 2016	12 Jun 2016	6T E63886	139.70	-	-	139.70
13 May 2016	12 Jun 2016	6T E63887	35.20	-	-	35.20
Total Perth Frozen Foods			174.90	-	-	174.90
PFD Food Services						
5 May 2016	15 Jun 2016	KA211957	228.90	-	-	228.90
12 May 2016	15 Jun 2016	KA285695	242.00	-	-	242.00
19 May 2016	15 Jun 2016	KA356869	199.95	-	-	199.95
Total PFD Food Services			670.85	-	-	670.85
Woolworths						
26 Apr 2016	15 Jun 2016	2161500	132.22	-	-	132.22
3 May 2016	15 Jun 2016	2161412	58.52	-	-	58.52
10 May 2016	15 Jun 2016	2161421	49.62	-	-	49.62
17 May 2016	15 Jun 2016	2161427	73.63	-	-	73.63
Total Woolworths			313.99	-	-	313.99
Total			3,046.06	-	-	3,046.06