

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: 25 July

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: Sam Madden, Troy Vulkojevich, Greg Down, Dan Rodgers, Jo Marwick,

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: Bree Day Seconded: Steve Schupp

Motion passed

3 Business arising & decision(s) out of session

- Transfer of Telstra grant \$1,200 to school for art work cost

Motion:

“that it is noted and the executive decision confirmed to move Telstra grant funds of \$1,200 to School for art project

Moved by: Michelle Jahn Seconded: Annabel Anderson-Nichols

Motion passed

4 Business arising from Meeting 21 March 2016 – See below

5 Correspondence

Incoming:

Department of Education – Announcing Educational Awards now open
Australian Charities and Not-for-Profits – Notice of intent to revoke charity registration

WACSSO – Notes of Changes to the WACSSO Electorate

WACSSO – Certificate of Membership 2016-2017

Email from Western Suburbs High School – Taking steps towards a new Western Suburbs High School

Email from Anne Fairbanks State Councilor Perth South Electorate WACSSO – Overcrowding in our school

Note

- Notice of intent to revoke charity registration – the outstanding statement has been submitted, this issue is now corrected.
- emails see action arising

Outgoing:

None

Motion: that the correspondence for 30 May 2016 and 27 June 2016 meetings are accepted.

Moved by: Michelle Jahn Seconded: Annabel Anderson-Nichols **No objections and stands approved**

6 President's Report

- None presented

7 Principal's Report

- iPads have arrived
- School farm fence is complete with self-closing gates
- Athletics and Reading eggs, see newsletter for parent information session to be run this term. Programs will be customized to meet individual child's needs. All passwords are not distributed

8 Treasure Report

- Treasure Reports are attached
- There is just over \$23,768 for distribution. See reports for details of income and operating expenses
- Canteen ended with \$323.33 profit for half year. Increases in operating expenses from on-line canteen

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

Moved by: Bree Day Seconded: Michelle Jahn **No objections and stands approved**

9 Sub Committee Report

9.1 Fundraising

- Schedule Term 3
 - 12 August Quiz Night
 - 19 August Cake Stall
 - 31 Aug 1 Sep Father Day Stall
 - 2 Sept Dad Breaky and Sausage Sizzle sports Carnival
- Motions
 - allocate funds up to \$2000 for 12 August 2016 Quiz Night. Moved: Barb Harvey Seconded: Clair Lawson. **Motion passed**

- o allocate funds up to \$900 for 31 Aug – 1 Sep Father day Stall. Moved Clair Lawson Seconded Amanda Major. **Motion passed**
- o allocate funds up to \$500 for 2 Sept food stalls for sports carnival. Moved Barb Harvey. Seconded Annabel Anderson-Nichols. **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.

9.4 Uniforms

- Karen is running uniform shop. Old faction shirts will sell for \$15.00.

9.5 Canteen

- Organising gluten free lasagna

9.6 School Banking

- Did not report. (not on agenda – to be updated)

9.7 School Board

- Did not report (not on agenda- to be updated)

10 New Business

- Information: 86 Entertainment books sold for \$1,108
- Information: Garden and Veggie Patch – Kindy and PP will take over the Garden, looking to get parent involvement; new fencing with self-closing gates, all children are still welcome in Garden and Veggi patch
- Information: School is reviewing onsite before and after school care for 2017 school year
- Thank you: to the running club, it has been wonderful and kids are really enjoying
- Information: School currently runs morning activities; has previously run afternoon activities; annually reviews activity schedule based on availability and interest of teachers; parents and students.

DATE of Next Meeting Monday 29 August 2016

Action items from last meeting Monday 27 June 2016

Date & No.	Action Required:	Action By:
25.7.16	Contact City Beach Primary P&C seeking more information about Western Suburbs High School action	Troy

Action items from previous meeting(s)

Date & No.	Action Required:	Action By:
27.6.16	Information to P&C members about signing up to google group for Father Project Activities	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	25.7.2016 organising password; outstanding return lodged by Catherine

		<p>27.6.16 Michelle to action; organizing password</p> <p>20.5.16 Michelle to action</p>
(previous)	Examine term deposit conditions and rates for part of principle account balance	<p>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.</p> <p>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.</p> <p>Decision not to pursue term deposit Maximiser online saving account e.g INGdirect to be explored.</p> <p>30.5.16 – held over</p> <p>2.5.16 – held over</p> <p>AAN – held over for action by BD</p>
22/2/2016 9.5	Canteen employment agreements	<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 WACSSO 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

George Craig
Renee Connell
Clare Lawson
Amanda Major
Annabel Anderson-Nicholes
Steve Schupp
Nici Ogle
Bree Day
Catherine Pfammatter
Barbs Harvey
Michelle Jahn

Cash Summary
Deanmore Primary School P&C
Association
Main
For the 6 months ended 31 July 2016
Excluding GST

Jul 2016

Income		
Afternoon team in the park		\$788.00
Bank Interest Income		\$86.48
Commissions Received		\$433.89
Faction t-shirts payments received		\$1,502.00
Fundraising Income		\$18,398.45
Netball fees Received		\$8,450.00
Other Revenue		\$2,012.00
Quiz night monies received		\$480.00
Second hand uniform shop sales		\$1,047.00
Subscriptions Received		\$30.00
Total Income		\$33,227.82
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Less Operating Expenses		
Bank Fees		\$421.74
Bookfair Costs		\$1,892.00
Floats		\$470.00
Food Purchases		\$268.15
Fundraising expenses		\$2,157.46
Insurance		\$324.80
Memberships & Registrations		\$937.45
Netball Expenses		\$109.85
Netball fees paid to PNA		\$4,204.00
P&C Donations to Deanmore Primary School		\$18,580.00
Quiz night expenses		\$237.60
Telephone & Internet		\$46.00
Uniforms - leavers polos		\$165.00
Total Operating Expenses		\$29,814.05
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Add Unpresented Cheques:	#1410	\$204.00
		\$204.00
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Closing Balance as per Statement @ 27/05/16		\$39,547.38
Funds held in trust	Surplus netball fees from 2014/2015	\$1,030.00
	Netballs fees 2016	\$4,136.15
Allocated funds		\$10,408.38
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Funds available for distribution		\$23,768.85
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Bank Reconciliation Summary

Commbank Main 10035787
Deanmore Primary School P&C Association
As at 24 July 2016

Date	Description	Reference	Amount
24 Jul 2016	Balance in Xero		39,547.48
24 Jul 2016	Statement Balance		39,547.48

Bank Statement

Commbank Main 10035787 Deanmore Primary School P&C Association From 1 July 2016 to 24 July 2016

Date	Description	Date imported into Xero	Reference	Reconciled	Source	Amount	Balance
1 Jul 2016	Opening Balance						40,860.31
1 Jul 2016	Pittaway Sports Sh F A PITTAWAY	1 Jul 2016	MIS	Yes	Auto	40.00	40,900.31
1 Jul 2016	Nicholls Shirt Nicholls Shirt	1 Jul 2016	MIS	Yes	Auto	40.00	40,940.31
1 Jul 2016	Hopkyns Shirt SLATTERY-ROBERTA	1 Jul 2016	MIS	Yes	Auto	40.00	40,980.31
1 Jul 2016	5088254558 G E & 1 N L ROBERT	1 Jul 2016	MIS	Yes	Auto	20.00	41,000.31
1 Jul 2016	POS 16762500 01 JUL	1 Jul 2016	AGN 16762500	Yes	Auto	15.00	41,015.31
1 Jul 2016	DEPOSIT INTEREST	1 Jul 2016	INT	Yes	Auto	9.97	41,025.28
1 Jul 2016	53531096905547 89 CBA MERCHANT FEE	1 Jul 2016	M T	Yes	Auto	(49.75)	40,975.53
5 Jul 2016	Sch CommisSCH61674 School Banking a	5 Jul 2016	MIS	Yes	Auto	200.15	41,175.68
11 Jul 2016		11 Jul 2016	CSH 6157	Yes	Auto	228.00	41,403.68
11 Jul 2016		11 Jul 2016	CSH 6157	Yes	Auto	100.00	41,503.68
15 Jul 2016	TRANS FEES-0298590 (T) COMMBIZ FEES	15 Jul 2016	D E 342	Yes	Auto	(28.60)	41,475.08
15 Jul 2016		15 Jul 2016	CHQ 000001413	Yes	Auto	(1,892.00)	39,583.08
16 Jul 2016	Boucher Shirts NETBANK TFR	16 Jul 2016	D E 873	Yes	Auto	40.00	39,623.08
18 Jul 2016	andrson-nich shirt ANDERSON-NICHOLL	18 Jul 2016	MIS	Yes	Auto	40.00	39,663.08
18 Jul 2016	Petersen Shirt x2 Petersen	18 Jul 2016	MIS	Yes	Auto	40.00	39,703.08
18 Jul 2016	RDavidsonShirt Hazel Davidson	18 Jul 2016	MIS	Yes	Auto	20.00	39,723.08
18 Jul 2016	Wen Shirt Room4Yea SUN LINGZHI	18 Jul 2016	MIS	Yes	Auto	20.00	39,743.08
18 Jul 2016	B Hicks Shirt Shelley Netta H	18 Jul 2016	MIS	Yes	Auto	20.00	39,763.08
19 Jul 2016	ICT Inman Amanda Inman	19 Jul 2016	MIS	Yes	Auto	50.00	39,813.08
19 Jul 2016	ICT Sedunary NETBANK TFR	19 Jul 2016	D E 873	Yes	Auto	50.00	39,863.08
19 Jul 2016	pat & riley lawson LAWSON-DEBORAH L	19 Jul 2016	MIS	Yes	Auto	40.00	39,903.08

Bank Statement

Date	Description	Date imported into Xero	Reference	Reconciled	Source	Amount	Balance
19 Jul 2016	OConnor Shirt O'CONNOR- CRYSTAL	19 Jul 2016	MIS	Yes	Auto	40.00	39,943.08
19 Jul 2016	Molam shirts Michelle Molam	19 Jul 2016	MIS	Yes	Auto	40.00	39,983.08
19 Jul 2016	Rose Shirts KACHING TFR	19 Jul 2016	D E 873	Yes	Auto	40.00	40,023.08
19 Jul 2016	Whitaker Shirt Jack Whitaker	19 Jul 2016	MIS	Yes	Auto	20.00	40,043.08
19 Jul 2016	Clark Shirt MS MACKIE	19 Jul 2016	MIS	Yes	Auto	20.00	40,063.08
20 Jul 2016	Drakeford shirts DRAKEFORD	20 Jul 2016	MIS	Yes	Auto	60.00	40,123.08
20 Jul 2016	McBain Shirts x 3 NETBANK TFR	20 Jul 2016	D E 873	Yes	Auto	60.00	40,183.08
20 Jul 2016	Plint shirt JENNY PLINT	20 Jul 2016	MIS	Yes	Auto	40.00	40,223.08
20 Jul 2016	Deanmore sprtsht Connell Shirt	20 Jul 2016	MIS	Yes	Auto	20.00	40,243.08
20 Jul 2016	O OCallaghan shirt NETBANK TFR	20 Jul 2016	D E 873	Yes	Auto	20.00	40,263.08
20 Jul 2016	Dunstan shirt NETBANK TFR	20 Jul 2016	D E 873	Yes	Auto	20.00	40,283.08
20 Jul 2016	Eli Ross shirt KACHING TFR	20 Jul 2016	D E 873	Yes	Auto	20.00	40,303.08
20 Jul 2016	QUIZ Mast DEP DEANMORE PRIMARY	20 Jul 2016	D E 315	Yes	Auto	(237.60)	40,065.48
21 Jul 2016	WEEDEN SHIRT MR CLAYTON WEEDE	21 Jul 2016	MIS	Yes	Auto	40.00	40,105.48
21 Jul 2016	Killick shirts KILLICK-ANNA KAT	21 Jul 2016	MIS	Yes	Auto	40.00	40,145.48
21 Jul 2016	Dharma Shirt THAMRON-MAYA PUS	21 Jul 2016	MIS	Yes	Auto	20.00	40,165.48
21 Jul 2016	Bell Shirt. LAUREL BELL	21 Jul 2016	MIS	Yes	Auto	20.00	40,185.48
21 Jul 2016	Jaden Exeter Shirt Kelly Exeter	21 Jul 2016	MIS	Yes	Auto	20.00	40,205.48
21 Jul 2016	edmonds shirt NETBANK TFR	21 Jul 2016	D E 873	Yes	Auto	20.00	40,225.48
21 Jul 2016	GBradley shirt KACHING TFR	21 Jul 2016	D E 873	Yes	Auto	20.00	40,245.48
21 Jul 2016	Netball Equip DEANMORE PRIMARY	21 Jul 2016	D E 315	Yes	Auto	(109.85)	40,135.63
21 Jul 2016	BH T1 SS DEANMORE PRIMARY	21 Jul 2016	D E 315	Yes	Auto	(129.43)	40,006.20

Bank Statement

Date	Description	Date imported into Xero	Reference	Reconciled	Source	Amount	Balance
21 Jul 2016	B Harvey T2 SS DEANMORE PRIMARY	21 Jul 2016	D E 315	Yes	Auto	(138.72)	39,867.48
21 Jul 2016	TelstraGrant DEANMORE PRIMARY	21 Jul 2016	D E 315	Yes	Auto	(1,200.00)	38,667.48
22 Jul 2016	POS 16762500 JUL	22 Jul 2016	AGN 16762500	Yes	Auto	240.00	38,907.48
22 Jul 2016	B Harvey quiz KACHING TFR	22 Jul 2016	D E 873	Yes	Auto	240.00	39,147.48
22 Jul 2016	BirksSportShirt NETBANK TFR	22 Jul 2016	D E 873	Yes	Auto	60.00	39,207.48
22 Jul 2016	Ecseri Shirts Kate Ecseri	22 Jul 2016	MIS	Yes	Auto	40.00	39,247.48
22 Jul 2016	ONeill Shirt x 2 O'Neill	22 Jul 2016	MIS	Yes	Auto	40.00	39,287.48
22 Jul 2016	WilsonBrown sport MRS TANIA WILSON	22 Jul 2016	MIS	Yes	Auto	40.00	39,327.48
22 Jul 2016	Herbert Shirts MARGARET M HERBE	22 Jul 2016	MIS	Yes	Auto	40.00	39,367.48
22 Jul 2016	Faction t-shirts Major Family	22 Jul 2016	MIS	Yes	Auto	40.00	39,407.48
22 Jul 2016	Gibbs Shirt KACHING TFR	22 Jul 2016	D E 873	Yes	Auto	40.00	39,447.48
22 Jul 2016	Deanmore P&C RYAN LUCAS	22 Jul 2016	MIS	Yes	Auto	20.00	39,467.48
22 Jul 2016	Stevenson Shirt NIRMALA STEVENSO	22 Jul 2016	MIS	Yes	Auto	20.00	39,487.48
22 Jul 2016	Strophair R9 Shirt NINA STROPHAIR	22 Jul 2016	MIS	Yes	Auto	20.00	39,507.48
22 Jul 2016	Kaiarahi blue shir MRS EMILY FAY-FA	22 Jul 2016	MIS	Yes	Auto	20.00	39,527.48
22 Jul 2016	Kohlhagen Shirt NETBANK TFR	22 Jul 2016	D E 873	Yes	Auto	20.00	39,547.48
Closing Balance							39,547.48

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	Unassigned	Total
Total Income	\$2,111.85	\$1,803.25	\$359.16	\$42.00	\$577.00	\$23,610.44	\$28,503.70
Total Cost of Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,989.95	\$8,989.95
Net Profit	\$2,111.85	\$1,803.25	\$359.16	\$42.00	\$577.00	\$970.40	\$5,863.66

Cash Summary
Deanmore Primary School P&C Association
Canteen
1 January 2016 to 30 Jun 2016

Income	
Bank Interest Income	\$8.24
Canteen Takings	\$29,541.95
Total Income	\$29,550.19
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Less Outgoings	
Bank Fees	\$103.41
Bookkeeping	\$1,200.00
Cleaning Supplies	\$16.33
Commissions - Online Canteen	\$356.11
Drink Purchases	\$3,661.18
Food Purchases	\$11,290.16
Kitchen Supplies	\$84.31
Printing & Stationery	\$250.11
Takeaway Consumables	\$285.86
Wages Paid	\$10,944.00
PAYG Withholding	\$54.00
Superannuation	\$440.42
Total Outgoings	\$28,685.89
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Net Cash	\$864.30
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Summary	
Opening Cash at Bank 1 Jan 16	\$2,930.89
Plus Net Cash Movement	\$864.30
Closing Cash at Bank 30 Jun 16	\$3,795.19

Canteen Profit and Loss

Deanmore Primary School P&C Association

For the 6 months ended 30 June 2016

Cash Basis

JAN-JUN 2016

Trading Income	
Bank Interest Income	8.24
Canteen Takings	29,541.95
Total Trading Income	29,550.19
Cost of Sales	
Drink Purchases	3,661.18
Food Purchases	11,290.16
Total Cost of Sales	14,951.34
Gross Profit	14,598.85
Operating Expenses	
Bank Fees	103.41
Bookkeeping	1,200.00
Cleaning Supplies	16.33
Commissions - Online Canteen	356.11
Kitchen Supplies	84.31
Printing & Stationery	250.11
Superannuation	927.39
Takeaway Consumables	285.86
Wages and Salaries	11,052.00
Total Operating Expenses	14,275.52
Net Profit	323.33

Profit & Loss

Deanmore Primary School P&C Association
Canteen
1 January 2016 to 30 June 2016
Cash Basis

	30 Jun 16	30 Jun 15
Income		
Bank Interest Income	8	16
Canteen Takings	29,542	27,532
Reimbursements Received	-	1,128
Total Income	29,550	28,676
Less Cost of Sales		
Drink Purchases	3,661	2,908
Food Purchases	11,290	11,038
Total Cost of Sales	14,951	13,946
Gross Profit	14,599	14,730
Less Operating Expenses		
Assets	-	30
Bank Fees	103	109
Bookkeeping	1,200	1,200
Cleaning Supplies	16	-
Commissions - Online Canteen	356	151
Kitchen Supplies	84	69
Printing & Stationery	250	77
Superannuation	927	989
Takeaway Consumables	286	252
Wages and Salaries	11,052	11,005
Total Operating Expenses	14,276	13,881
Net Profit	323	849

Bank Reconciliation Summary

Commbank Canteen 10035883
Deanmore Primary School P&C Association
As at 30 June 2016

Date	Description	Reference	Amount
30 Jun 2016	Balance in Xero		3,795.19
30 Jun 2016	Statement Balance		3,795.19

Bank Statement

Commbank Canteen 10035883 Deanmore Primary School P&C Association From 1 June 2016 to 30 June 2016

Date	Description	Date imported into Xero	Reference	Reconciled	Source	Amount	Balance
1 Jun 2016	Opening Balance						4,877.98
1 Jun 2016	DEPOSIT INTEREST	1 Jun 2016	INT	Yes	Auto	0.72	4,878.70
2 Jun 2016	Bookkeeping DEANMORE PARENTS	2 Jun 2016	D E 315	Yes	Auto	(200.00)	4,678.70
2 Jun 2016	Wages DEANMORE PARENTS	2 Jun 2016	D E 315	Yes	Auto	(1,046.00)	3,632.70
3 Jun 2016		3 Jun 2016	CSH	Yes	Auto	690.00	4,322.70
5 Jun 2016	OOO CANTEEN OUR ONLINE CANTE	5 Jun 2016	MIS	Yes	Auto	450.32	4,773.02
10 Jun 2016	OOO CANTEEN OUR ONLINE CANTE	10 Jun 2016	MIS	Yes	Auto	825.53	5,598.55
10 Jun 2016		10 Jun 2016	CSH	Yes	Auto	740.00	6,338.55
15 Jun 2016	TRANS FEES-0298591 (T) COMMBIZ FEES	15 Jun 2016	D E 342	Yes	Auto	(22.00)	6,316.55
16 Jun 2016	PerthFrozenFoods DEANMORE PARENTS	16 Jun 2016	D E 315	Yes	Auto	(174.90)	6,141.65
16 Jun 2016	GoodmanFielder016 405 DEANMORE PARE Co	16 Jun 2016	D E 315	Yes	Auto	(223.30)	5,918.35
16 Jun 2016	J Dowling expenses DEANMORE PARENTS	16 Jun 2016	D E 315	Yes	Auto	(376.47)	5,541.88
16 Jun 2016	Woolworths0604 DEANMORE PARE Co	16 Jun 2016	D E 315	Yes	Auto	(491.69)	5,050.19
16 Jun 2016	Brownes DEANMORE PARENTS	16 Jun 2016	D E 315	Yes	Auto	(601.48)	4,448.71
16 Jun 2016	Mrs Macs DEANMORE PARENTS	16 Jun 2016	D E 315	Yes	Auto	(734.35)	3,714.36
16 Jun 2016	PFD010514 DEANMORE PARE Co	16 Jun 2016	D E 315	Yes	Auto	(842.95)	2,871.41
16 Jun 2016	Just Pizza DEANMORE PARENTS	16 Jun 2016	D E 315	Yes	Auto	(895.40)	1,976.01
16 Jun 2016	Wages DEANMORE PARENTS	16 Jun 2016	D E 315	Yes	Auto	(1,262.00)	714.01
17 Jun 2016		17 Jun 2016	CSH 6157	Yes	Auto	825.00	1,539.01

Bank Statement

Date	Description	Date imported into Xero	Reference	Reconciled	Source	Amount	Balance
20 Jun 2016	OOO CANTEEN OUR ONLINE CANTE	20 Jun 2016	MIS	Yes	Auto	605.04	2,144.05
26 Jun 2016	OOO CANTEEN OUR ONLINE CANTE	26 Jun 2016	MIS	Yes	Auto	786.14	2,930.19
28 Jun 2016		28 Jun 2016	CSH 6157	Yes	Auto	865.00	3,795.19
	Closing Balance						3,795.19

