

DEANMORE PRIMARY SCHOOL
PARENTS AND CITIZENS ASSOCIATION INC

ANNUAL GENERAL 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:** 1 May 2017
- Location:** Staff room (behind reception) – Deanmore, primarily school
- Time:** 7:30 PM – 9:00 PM **Meeting Type:** Annual General Meeting
- Present:** Attached attendance

MINUTES AND DECISION – AGENDA ITEMS FROM MONDAY 1 MAY 2017

1 Welcome and Apologies:

Meeting opened by President at 7:30

Apologies: Janelle Haines;

2 Confirmation of previous Minutes – Michelle Jahn moved; Bree Day seconded
Motion passed

3 Business arising & decision(s) out of session

3.1 Netball - The executive reviewed and approved the motions:

Motion 1: That the executive approves funding of \$250.00 for the purchase of 5 additional uniforms. **(funds from Netball trust)**

Motion 2. That the executive approves that the Netball group will undertake one fundraising activity to raise funds needed for uniforms.

Motion 3. That any excess funds raised by Netball (over \$250.00) are allocated to netball for future use.

Note: Wendy, the Netball coordinator, informed that shirts have not been purchased and are not likely required this year. Annual the netball team needs 5 to 10 shirts; equipment; and funds to pay coaches. The motion 3.1.1 will stand until needed.

3.2 Disco – The executive reviewed and approved the motion

Motion: That the executive approves up to \$1000 for the fundraising committee to book a DJ and order consumables for the P&C disco.

Motion: P&C note and approve actions taken out of session. Karen Hunt moved; Jade Brennan seconded. **Motion passed.**

4 Business arising – See below

5 Correspondence

Incoming:

P&C Survey WACSSO

Australian Charities and Not for Profit Association – Annual Information Sheet – For action
City of Sterling – Confirmation that kitchen remediation work is complete

Outgoing: none

Moved: Seconded: (communication to be move next meeting)

6 President's Report

- Happy with the activities that P&C has and is supporting.

7 Principal's Report

- Renaming factions
- Organising scooter racks
- Received wastewise grant of \$2,500
-

8 Treasure Report

- Treasure Reports are attached
 - Currently, have \$23058.24 balance with \$15,442.49 for distribution (see reports for details)
- Canteen accounts attached
 - Currently, have \$2451.61 balance. (see reports for details).
 - Age payables are paid, and there is positive bank balance; however each month we are just positive. (see canteen subcommittee for more information)

Motion: that the Treasure's reports 1 MAY 2017 is accepted

Moved by: Bree Day Seconded: Steve Schupp **No objections and stands approved**

9 Sub-Committee Report

9.1 Fundraising

- See subcommittee report for details:
 - Well done to Jade's communication efforts
 - ITC contribution needs a way to focus parents on a target.
 - **ACTION** - Steve to draft invitation to contribute; Fundraising Committee to secure drop box in the office.
 - Events
 - Mother's day stall 11 and 12 May 2017
 - Disco 19 May 2017
 - Quiz Night 23 June 2017

Motion: that the P&C fund up to \$1,450 for quiz night.

Moved by: Barb Harvey Seconded: Clare Lawson. **Motion Passed**

9.2 Newsletter/Communications

- Facebook posting tried out pictures of mums' activity and received increased traffic and likes. Will schedule more posts with pictures of the adults in community events.

9.3 Deanmore Dads

- HBF Run for a reason Deanmore team 28 May 2017
- Catch up Term 1 Week 9 (Wembly Downs mini golf)

9.4 Uniforms

- Friday mornings continue to sell second-hand uniforms. There are volunteers to assist.
- Need size eight shirt donations
- **ACTION** – Bree to follow up with JFE to seek previous year's contribution to the P&C

9.5 Canteen

- See subcommittee report for details:
 - Minor price changes
 - Summer items replaced with winter items
 - Reviewed menu and confirmed that it complies with WACSSO and Education department's requirements.
 - Maintenance and plan for significant investment, e.g., oven should be developed

9.6 School Banking

- 20 new kids opened accounts P&C received \$100 in commissions.
- Entertainment books will soon be available.

9.7 Sustainability

- Nothing to report

9.8 School Board

- Nothing to report.

10 New Business

10.1 Proactive behaviours. 18 of 60 tickets sold, opening invitation to the wider community. Please encourage people to come along.

10.2 Food Revolution 19 May 2017. Motion to

Motion: Fund up to \$450.00 for food for the revolution. Greg Downs Moved; Troy Vukojevich.
Motion Passed

DATES of general meeting 29.5.2017; Art market 22.2.17

Action items from previous meeting(s)

Date & No.	Action Required:	Action By:
1.5.2017	JFE contributions for previous years.	1.5.2017 Bree to follow up with JFE to seek previous year's contribution to the P&C
1.5.2017	ITC contributions communication	1.5.2017 Steve Schupp to finalise invitation to contribute
1.5.2017	Annual information Sheet for Australian Charities	1.5.2017 Michelle Jahn to complete and submit
27.3.2017	An email address for facebook newsletter and class reps.	COMPLETED 27.3.2017 Steve Schupp to follow up with Amanda
27.3.2017	Discuss new skorts with Board.	27.3.2017 Barb Harvey will progress with board

Attendance

Barbs Harvey
Troy Vukojevich
Jade Brennen
Amanda Major
Karin Hunt
Clare Lawson
Kaye Chapman
Jane Spencer (paid membership 1.5.2017)
Lis O'Callaghan
Greg Downes
Bree Day
Steve Schupp
Wendy (parent netball coordinator)
Michelle Q Jahn

Sub Committee Name: Fundraising
Report Date: Monday 01 May 2017
Report submitted by: Janelle Haines

Successes and Activities for last Month:

Social Media & Communications

- Jade Brennan has done an amazing job being our social media guru
- Everyone doing a great job sending info to our 3 key communication points – Yvette for newsletter, Jade for FB and Barbs for class reps email – thank you

Events, Activities, Tasks planned for the coming month:

Entertainment Books

- ongoing

ICT Contributions

- Need to confirm the date for distribution once the letter is completed – Steve?
- Barbs has agreed to collate the spreadsheet in terms of which families have paid etc (this is all confidential) – this is a job that will need a new volunteer for in 2018
- Need to confirm with the school if comfortable to have a 'box' at the front office for collection of cash

Mother's Day Stall

- May 11/12
- Clare Lawson/Amanda Major to comment

Disco

- Friday 19 May
- Kaye Chapman to update

Cake Stall

- Middle pod
- Friday 16 June
- Flyer to be designed and given to children of middle pod
- Posters to be placed around school 2 weeks prior

Quiz Night

- Friday 23 June
- Need to please approve funds to secure both the venue and the quiz host

2017 FUNDRAISING CALENDAR

<i>Month</i>	<i>Date</i>	<i>Week</i>	<i>Activity</i>	<i>Project Manager/s</i>	<i>Special Notes</i>	<i>Projected Income</i>
TERM 1						
February						
March	10		Deanmore Dads Dash (Colour Run)	Deanmore Dads	Not designed as a fundraiser	\$1000
	11		Election Day - Sausage Sizzle	Year 6	Proceeds to year 6 camp	\$0
	11		Election Day - Cake Stall	Year 6	Proceeds to year 6 camp	\$0
March - July			Entertainment Books	Kaye Chapman	Passive fundraiser	\$
April						
TERM 2						
April	W1	1	ICT Contributions Note sent home	Barbs Harvey	Ongoing; Need database to collate?	\$
May	11/12	3	Mothers' Day Stall	Clare Lawson/Amanda Major		\$2000
	19	4	Disco	Kaye Chapman		\$1500
June	16	8	Cake Stall	Class Reps	Year 3 & 4 Pod	\$800
	23	9	Quiz Night	Janelle Haines		\$4500
TERM 3						
August	30/31	7	Fathers' Day Stall	Clare Lawson/Amanda Major		\$1500
September	01	7	Deanmore Dads Walk to School & Brekky	Deanmore Dads		

Sub Committee Name: Canteen

Report Date: 5/4/2017

Report submitted by: Steve

Successes and Activities for last Month:

Events, Activities, Tasks planned for the coming month:

- Minor price changes from next term: Janine to update price list
- student councilors to do student survey on canteen in Term 2, and make suggestions on menu based on feedback
 - George to run with student councilors, feedback in week 10
- prep info letter and send via hard copy - Could Barbs or Yvette work on this with Janine?
 - Canteen complies with WACSO and Ed Dept guidelines
 - no red foods, limits on yellow. Yellow options are accompanied with green food items
 - Canteen exercises guidance on orders (would question and provide guidance if student tried to buy too many party pies)
 - Canteen made: fresh on site, from scratch, using healthy choice recipes
 - Supplied products comply with WACSO requirements, and are designed for school: smaller portion size, low fat etc
- canteen maintenance: I would be interested in receiving costing on replacing food prep items over the year, for P&C to budget and approve. I think progressively spending some money on maintenance is a good idea. Noted that there isn't a provision in the canteen budget in the event a big ticket item needs replacing, eg oven.

Motions to be Raised: (funding, requests for resources, P&C decisions etc)

(add more detail at the end of the form if required)

Description	Motion

Cash Summary
Deanmore Primary School P&C Association
Main
Year to Date ended 30 April 2017
Excluding GST

	YTD Actual
Income	
Commissions Received	\$358.45
Deanmore Dads Dash	\$4,030.10
Fundraising Income	\$1,644.10
Leavers polos payments received	\$2,615.00
Netball fees Received	\$8,965.00
Other Revenue	\$142.00
Second hand uniform shop sales	\$421.00
Subscriptions Received	\$28.00
Total Income	\$18,203.65
Less Operating Expenses	
artMarket expenses	\$24.00
Bank Fees	\$339.76
Deanmore P&C	\$695.00
Food Purchases	\$300.00
Fundraising expenses	\$2,073.30
Insurance	\$332.00
Netball Expenses	\$1,440.00
Netball fees paid to PNA	\$5,764.00
P&C Donations to Deanmore Primary School	\$14,447.12
Telephone & Internet	\$36.00
Uniforms - leavers polos	\$2,412.85
Total Operating Expenses	\$27,864.03
Closing Balance as per Statement @ 26/03/2017	\$23,058.24
Cheques Outstanding	\$0.00
Funds held in trust	
Surplus netball fees from 2014-2017	\$771.00
	\$1,761.00
Allocated funds	\$1,383.75
Funds available for distribution	\$19,142.49

Profit & Loss
Deanmore Primary School P&C Association
Main, All Fundraisings
1 January 2017 to 31 May 2017

	artMarket	Commissions	Deanmore Dads DGrade 6 fundraisi	Leavers polos/hor	School Disco	Second hand unif	Total
Total Income	\$0.00	\$358.45	\$4,030.10	\$1,644.10	\$2,427.00	\$0.00	\$8,840.65
Total Cost of Sales	\$0.00	\$0.00	\$75.00	\$225.00	\$0.00	\$0.00	\$300.00
Total Operating Expenses	\$24.00	\$0.00	\$1,559.45	\$274.60	\$2,412.85	\$239.25	\$4,510.15
Net Profit	-\$24.00	\$358.45	\$2,395.65	\$1,144.50	\$14.15	-\$239.25	\$4,030.50

Bank Reconciliation Summary

Commbank Main 10035787
Deanmore Primary School P&C Association
As at 30 April 2017

Date	Description	Reference	Amount
30 Apr 2017	Balance in Xero		23,058.24
30 Apr 2017	Statement Balance		23,058.24

Bank Statement

Commbank Main 10035787 Deanmore Primary School P&C Association From 1 April 2017 to 30 April 2017

Date	Description	Date imported into Xero	Reference	Reconciled	Source	Amount	Balance
1 Apr 2017	Opening Balance						25,608.81
3 Apr 2017	53531096905547 89 CBA MERCHANT FEE	3 Apr 2017	M T	Yes	Bank Feed	(53.24)	25,555.57
5 Apr 2017	Sch CommisSCH6167 4 School Banking a	5 Apr 2017	MIS	Yes	Bank Feed	205.30	25,760.87
5 Apr 2017		5 Apr 2017	CSH 2067	Yes	Bank Feed	94.00	25,854.87
5 Apr 2017	Monahan hood SHAW-TERENCE JOH	5 Apr 2017	MIS	Yes	Bank Feed	47.00	25,901.87
5 Apr 2017	Em Nesbit edudance Ash Nesbit	5 Apr 2017	MIS	Yes	Bank Feed	30.00	25,931.87
8 Apr 2017	Canteeninv73 DEANMORE PRIMARY	8 Apr 2017	D E 315	Yes	Bank Feed	(52.00)	25,879.87
8 Apr 2017	NESBIT DEANMORE PRIMARY	8 Apr 2017	D E 315	Yes	Bank Feed	(90.00)	25,789.87
8 Apr 2017	disco dep DEANMORE PRIMARY	8 Apr 2017	D E 315	Yes	Bank Feed	(239.25)	25,550.62
8 Apr 2017	JFE INV 25344 DEANMORE PRIMARY	8 Apr 2017	D E 315	Yes	Bank Feed	(2,412.85)	23,137.77
18 Apr 2017	TRANS FEES-0298590 (T) COMMBIZ FEES	18 Apr 2017	D E 342	Yes	Bank Feed	(63.53)	23,074.24
25 Apr 2017	3996964 3996964 COMMBIZ BPAY	25 Apr 2017	M T	Yes	Bank Feed	(36.00)	23,038.24
28 Apr 2017	POS 16762500 28 APR	28 Apr 2017	AGN 16762500	Yes	Bank Feed	20.00	23,058.24
	Closing Balance						23,058.24

Page 3 no exceptions

Cash Summary
Deanmore Primary School P&C Association
Canteen
1 Jan 2017 to 31 Mar 2017

Income	
Bank Interest Income	\$0.00
Canteen Takings	\$10,488.45
Funds from Deanmore P&C	\$553.00
Reimbursements	\$384.95
Total Income	\$11,426.40
Less Outgoings	
Bank Fees	\$59.95
Bookkeeping	\$600.00
Cleaning Supplies	\$2.95
Commissions - Online Canteen	\$143.77
Drink Purchases	\$582.18
Food Purchases	\$3,190.09
Insurance	\$0.00
Kitchen Supplies	\$39.83
Printing & Stationery	\$13.44
Takeaway Consumables	\$184.05
Wages Paid	\$4,426.00
PAYG Withholding	\$54.00
Superannuation	\$425.60
Total Outgoings	\$9,721.86
Net Cash	\$1,704.54
Summary	
Opening Cash at Bank 1 Jan 17	\$747.07
Plus Net Cash Movement	\$1,704.54
Closing Cash at Bank 31 Mar 17	\$2,451.61

Canteen Profit and Loss

Deanmore Primary School P&C Association For the 3 months ended 31 March 2017 Cash Basis

	MAR 17	MAR 16
Trading Income		
Bank Interest Income	-	4.18
Canteen Takings	10,488.45	12,039.45
Reimbursements Received	384.95	-
Total Trading Income	10,873.40	12,043.63
Cost of Sales		
Drink Purchases	582.18	1,509.48
Food Purchases	3,190.09	3,923.35
Total Cost of Sales	3,772.27	5,432.83
Gross Profit	7,101.13	6,610.80
Operating Expenses		
Bank Fees	59.95	46.20
Bookkeeping	600.00	600.00
Cleaning Supplies	2.95	6.43
Commissions - Online Canteen	143.77	128.71
Kitchen Supplies	39.83	35.36
Printing & Stationery	13.44	125.13
Superannuation	425.60	440.42
Takeaway Consumables	184.05	160.62
Wages and Salaries	4,480.00	4,886.00
Total Operating Expenses	5,949.59	6,428.87
Net Profit	1,151.54	181.93

Aged Payables Detail

Deanmore Primary School P&C Association
As at 31 March 2017

INVOICE DATE	DUE DATE	INVOICE REFERENCE	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER
Brownes								
14 Feb 2017	15 Mar 2017	13617667	-	111.39	-	-	-	-
8 Mar 2017	15 Apr 2017	13648381	52.64	-	-	-	-	-
8 Feb 2017	15 Mar 2017	13607080	-	66.28	-	-	-	-
22 Feb 2017	15 Mar 2017	13628334	-	124.72	-	-	-	-
29 Mar 2017	15 Apr 2017	13680644	40.15	-	-	-	-	-
22 Mar 2017	15 Apr 2017	13669939	148.13	-	-	-	-	-
1 Mar 2017	15 Apr 2017	13638765	120.36	-	-	-	-	-
15 Mar 2017	15 Apr 2017	13659266	44.91	-	-	-	-	-
31 Mar 2017	15 Apr 2017	13684327	144.07	-	-	-	-	-
Total Brownes			550.26	302.39	-	-	-	-
Goodman Fielder								
12 Mar 2017	15 Apr 2017	0992533520	382.20	-	-	-	-	-
12 Feb 2017	15 Mar 2017	0992474026	-	124.87	-	-	-	-
26 Mar 2017	15 Apr 2017	0992563479	41.18	-	-	-	-	-
19 Feb 2017	15 Mar 2017	0992489284	-	34.47	-	-	-	-
26 Feb 2017	15 Mar 2017	0992503320	-	43.40	-	-	-	-
5 Mar 2017	15 Apr 2017	0992519090	35.59	-	-	-	-	-
19 Mar 2017	15 Apr 2017	0992548640	40.05	-	-	-	-	-
Total Goodman Fielder			499.02	202.74	-	-	-	-
Just Pizza								
1 Mar 2017	15 Apr 2017	85044	328.19	-	-	-	-	-
22 Mar 2017	15 Apr 2017	00085334	185.20	-	-	-	-	-

Bank Reconciliation Summary

Commbank Canteen 10035883
Deanmore Primary School P&C Association
As at 31 March 2017

Date	Description	Reference	Amount
31 Mar 2017	Balance in Xero		2,451.61
31 Mar 2017	Statement Balance		2,451.61

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