

DRAFT MINUTES

General Meeting - Monday, 22 March 2021

Attendance and Apologies

Committee (4):	Marc Dal Cortivo (President), Rebecca Reilly (Vice President), Melissa Dingwall (Secretary), and Justine Bourke (Treasurer)
Members (4):	Marko Matosevic, Mac McCann, Mellanie Hawke, and Naznin Schwab.
School (1):	John Manders
Apologies (3):	Joanne Hann, Kylie Charlesworth, Georgina Thomsen

1. 2. 3. Welcome, Apologies and Confirmation of Minutes

- Marc opened the meeting at 7.05pm and welcomed everyone.
- The Minutes from the General Meeting held on 22 February were reviewed and confirmed.

4. Treasurer's Report

- Justine tabled the Treasurer's Report (Attachment A).
- Justine confirmed attempts had been made to contact the bank about a remaining P&C Committee (Committee) Canteen bank account, but had been unsuccessful in getting statements.
 - **Action** - Justine to continue to liaise with bank to confirm the status of this account.
- It was confirmed the bank advised no interest is being accrued on the Committee's main account.
- The transfer of funds from the Clothing Pool has been received, totalling \$8,000.
- All ACNC forms have been completed, however Justine is waiting for access to the portal to complete the 2018-19 form.
 - **Action** – Justine to continue trying to get access to the portal.
- It was noted by the Committee that the non-operational fairy floss machine and non-operational BBQ assets will be disposed of in the 2021 calendar year financial statement.
 - **Action** – Justine and Marc to organise disposal of these assets.

5. Community Activities and Engagement

- The Committee noted a report provided by Georgina on the Ride2School Day event held on Friday, 19th March (Attachment B).
- John provided an update on the event saying it was a huge success whilst adhering to COVID-safe procedures.
- It was suggested that for the event next year:
 - A much smaller amount of fruit should be offered as there was a lot of excess left over from this year's event.
 - School socks should be offered as prizes.
 - A change in messaging is needed so it's clear that all children can have pancakes, not just those that ride to school.
- John and the Committee thanked Georgina for her efforts as well as the staff acknowledged in Georgina's report.
 - **Action:** Georgina to provide Justine with receipts from the event.

- John has been investigating booking rides for the school fete later this year without success. It was noted that it was unlikely the school would have a fete this year.
 - **Action:** John to continue to contact ride providers.

5. Clothing Pool

- The Committee noted the Clothing Pool Monthly Report for February 2021 (Attachment C).
- It was noted that an amount of \$5,000 was spent for incoming winter stock.
- John updated the Committee on the new school socks which have arrived and are currently on sale.
- John also advised that hoodie jumpers for Yrs Kindergarten to 2 would be arriving shortly.

6. Principal and School Board Report

- Mac provided an update on behalf of the School Board.
- Family statements have been sent out, with all year group costs coming in under \$60.
- Voluntary contribution letters will be sent to families by mid-June.
- The school improvement Plan for 2021-25 is being finalised and will be put up on the school's website shortly.
- The Committee noted that they will go through the Plan when it is published on the website.
- The Committee thanked Mac for attending the meeting.
- John provided the Principal's update, advising that enquiries about repairs to the school's roof were in progress with a targeted approach being considered for the Easter school holidays.
- The school shirts commissioned by the Committee were going to be used by the school's swimming team that week.
- Excursions for Kindergarten, Yrs 4 and 5 were going ahead.
- School sporting events are back on, with a good turnout noted for the Swimming Carnival.
- A cross-country event was being held later that week at Fadden Pines with the Colour Run planned for later this year.
- The Athletics Carnival will also be held in the first week back from Easter holidays.
- The Yrs 3 and 4 camps went ahead successfully, with a camp at Borambola planned for Yrs 5 and 6 next year.
- School assemblies will be held again, with Yr 5 successfully completing theirs on the Friday previous.
- The school's award system is also back up and running.
- NAPLAN testing will also be held for Yrs 3 and 5 this year.
- There is a Kindergarten home reading parent information session scheduled for 29 March.
- John also confirmed that school photographs will be held on 1 June which will include 3D images for a virtual tour of the school.
- The Committee noted that the school calendar has been updated on SZapp.

7. Any Other Business and Open Mic

- Marc advised he had looked at three options for a new BBQ for the school and proposed the BeefEater 'Clubmate' 4 Burner BBQ at a price of \$599 from Bunnings Warehouse as the best option.
- The Committee agreed to this option.
 - **Action:** John to order the BBQ online.

- **Action: Justine** to reimburse the school for the BBQ from Committee funds.
- John proposed double glazing for school windows followed by landscaping for the school amphitheatre as future projects that the Committee could put funds towards.
- The Committee agreed that \$1,000 could be donated to the preschool for plants and a further \$1,000 towards the school garden which is managed by parents.
 - **Action:** Marc to email Katie Pratt about funding towards the parent-managed school gardens.
- There was a discussion about a 'Buddy Bench' at the school with John advising a more proactive response with school teachers was preferable.
- Marko advised the Committee's Annual Return for 2019 is signed.
 - **Action:** Marko to lodge the Annual Return for 2019 with the ACT government.
 - **Action:** Marko to lodge list of 2021 Committee members.
- Melissa asked for access to the secretary.whpspc@gmail.com email account.
 - **Action:** Marc to ask Chris to grant email access for Melissa.

6. Close and Next Meeting

- Meeting closed at 8:24pm
- Next Meeting - 3 May (Term 2, Week 3)

Attachment A – Treasurer’s Report

WHPS P&C TREASURER’S REPORT

22 March 2021 Meeting

1. Financial Statements

The bank account reconciliation is below.

2. Comments

The balance of the P&C **General account** as at 22 March 2021 is **\$74,124.15**, up from **\$66,218.17** at the 22 February 2021 P&C meeting.

The balance of the P&C **Clothing Pool account** as at 22 March 2021 is **\$2,947.57**, down from **\$12,108.09** at the 22 February 2021 P&C Meeting.

Summary of financial transactions in the **General account** since the February 2021 meeting: **Income**

Transfer from Clothing Pool account	\$8,000.00
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* No interest paid on the account since April 2020

Expenditure

Mothers Day Stall reimbursement - Karen Altpere	\$94.02
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3. Outstanding Items

Nil

4. Commitments

One graduation reimbursement for \$67.84 (awaiting bank account details)

5. Notes

Nil

6. Other Business

ACNC documentation update - Annual Information Statement forms requested to date have been submitted.

Attachment B – P&C Uniform Pool Monthly Report

P&C UNIFORM POOL MONTHLY REPORT

Feb 2021

22/03/2021

Opening Bank Balance - 01/02/2021	Float	Total
\$16,419.24	\$180	\$16,599.24

Receipts

Cashsales banked				
school holidays	\$0.00			
	\$0.00			
	\$0.00			
	\$0.00			
	\$0.00			
	\$0.00			
	\$0.00			
EFT Banked	\$151.00	Interest	Online Orders	Total Banked
Total	\$151.00	\$0.00	\$963.51	\$1,114.51

Expenditure

Suppliers		Bank fees	Misc	
LW Reid	\$ 5,000.00	\$ 37.92	Transfer to Main Acct	\$8,000.00
Spartan	\$ 939.18			
				Total Spent
				\$ 13,977.10

Closing Bank balance 28/02/2021	Float	Total
\$4,174.58	\$180	\$4,354.58

Stock (sale value): approx \$28k

- Note transfer to main P&C Account
- Purchased Wally socks from the school - paid in March

Attachment C – Ride2School Event Report

Ride2School Event, Friday 19 March 2021:

- 8th time running the event (started in 2017)
- Staff helpers were fantastic. Special shout out to John, Belinda, Kerry, Tracy, Cindy, Emily, Katie and Rob
- Total cost to P&C \$289.72 (\$389.723 less \$100 Coles donations).
- Pancake mix
 - 32 cartons of pancakes mix used on the day (10 donated)
 - 2xgluten-free (approx. 15 pancakes)
 - Egg/Dairy free (approx. 12 pancakes)
- 150 apples, 150 bananas
 - \$100 contribution from Coles Wanniasa
- Other Misc items
 - Foil trays, cooking oil spray, maple syrup, napkins, raffle tickets, paper towel, hand sanitizer,
- Prizes offered 3x\$20 book vouchers, 3xmini basketballs
- Thoughts for next event:
 - Offer new school socks as a prize?
 - Fruit is still not popular so perhaps could try cut fruit to enable more choices beyond apples/bananas (i.e. oranges, watermelon, rock melon, strawberries)
 - Change messaging to ensure:
 - kids know pancakes are for all, not just the kids that rode to school.
 - Raffle tickets are free