



# WANNIASSA HILLS PRIMARY SCHOOL P&C ASSOCIATION INC.



## MINUTES

General Meeting - Monday, 27 July 2020

### Attendance and Apologies

|                |  |
|----------------|--|
| Committee (3): | Marc Dal Cortivo (President), Justine Bourke (Treasurer), Marko Matosevic (Public Officer) |
| Members (3):   | Joanne Hann, Kylie Charlesworth, Georgina Thomsen  |
| School (1):    | John Manders   |
| Apologies (1): | Chris Anthony (Secretary)  |

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

- Marc opened the meeting at 7pm and welcomed everyone.
- The meeting minutes were reviewed and confirmed.
- An update was provided on the prior action items:
  - **Action: Marc** indicated that funds from McCann Properties for the cancelled Easter Fair were to be returned.
  - **Action: John** to provide notice in the newsletter about the open VP position on the P&C – COMPLETED

### 4. Treasurer's Report

- Justine tabled a report (Attachment A), indicating that Insurance had been paid. The ACNC for is still outstanding and receipts are to be given to the auditor. No other significant activities.
- Joanne provided the clothing pool report and indicated that things were running well and there was no need for additional support at this time. She indicated that the balance on the Clothing Pool account was high (over \$9,000) and queried the need to move funds over to the main account. The committee decided to complete this action closer to year end.

### 5. Community Activities and Engagement

- Based on the ongoing COVID situation (still being in stage 2.2) it was agreed to cancel the following future events:
  - Murder Mystery Night
  - School Disco
- The Father's Day stall will proceed on 2<sup>nd</sup> Sept. Some additional arrangements may be needed such as the stall to be supported by school staff rather than parent volunteers. All items are currently stored in the environment centre.
- A decision on the school fete is still pending, the option for a smaller celebration is being explored.
- Funds have been committed to the school representative shirts; the final design is currently being discussed with the printers. **Action: John** to share potential designs - COMPLETED

## 6. Services to the School

- Joanne provided the clothing pool report and indicated that things were running well and there was no need for additional support at this time. She indicated that the balance on the Clothing Pool account was high (over \$9,000) and queried the need to move funds over to the main account. The committee decided to complete this action closer to year end.
- Jo indicated there had been a request to add a pre-school jumper to the uniform. Action: **Jo and John** to discuss options.
- The committee approved the write off the outstanding \$613 of uniforms for full fee paying students.
- The committee approved the allocation of \$2,000 of credit for uniform stock to the school for use as needed. John indicated that this would meet the school's uniform needs for around 2 years.

## 7. Principal's Report

- John reported the COVID restriction for school had not changed since T2W5.
- Parent/Teacher interviews have moved to T3W5. With students bringing home learning goals in W2.
- The school has 2 cleaners working on high touch areas throughout the day. In addition, the sand and tanbark has been replaced around the school as well as some additional painting and a new shade sail.
- Reporting continue to be to the directorate standard, however T4 reports will be again all key learning areas.
- Staffing:
  - Kerry Millington has been appointed as Vice-Principal.
  - Emily Neeson is acting executive teacher; Lauren Turner is assisting in Year 1.
  - Vicki Gwilliam is moving to Erindale College; kitchen garden is to be supported by existing teachers in the short term with plans evolving for a permanent solution.
  - Catherine Williams has joined staff for year 2.
  - Scott Mercer has joined staff in year 3.
  - Anna Buesnel has joined kindy.
- Preschool offers to be sent this week; 44 offices made for 66 preschool places.
- Preschool accreditation commences 28-30 July.
- 3-year-old preschool is happening with 4 placing being filled, full details of the program are still being organized.
- School board has decided to not ask for voluntary contributions this year, there is always the option to contribute to the school library funds, but there will be no formal request from the school.
- The school currently has chickens, but no guinea pigs.
- The question was asked about the school utilisation report that was published. In the case of WHPS the IEC is classified as classrooms, however the student numbers in the IEC are reported differently.

The question was asked about cakes in classrooms for birthday celebrations, John indicated that there were no restrictions from a COVID perspective, however healthy eating guidelines do apply (i.e. no full-sized muffins).

## 8. Any Other Business and Open Mic

- There was a proposal for the P&C to purchase an additional BBQ as there was only one working BBQ, which is unable to keep up with the demands for school functions like the ride to school day.
  - **Action: Mark** to investigate getting a smaller BBQ similar to the existing working BBQ.
- The school dishwasher was not working for the last ride to school day.
  - **Action: John** to investigate and advise if there is need for a new dishwasher.
- There was the suggestion that the plate fundraiser typically offered to preschool could be offered to the whole school.
  - **Action: Justine** to review details and advise.
- Graduation activities required by the P&C to be discussed at the next meeting.
  - **Action: Marc** to add to the agenda for next meeting.

## 9. Close and Next Meeting

- The group agreed to the following dates for next meetings:
  - Monday 7<sup>th</sup> September (T3 W9)
- Marc closed the meeting at 7:58pm

## Attachment A – Treasurer’s Report

### WHPS P&C TREASURER’S REPORT

#### 27 July 2020 Meeting

**1. Financial Statements**

The bank account reconciliation is below.

**2. Comments**

The balance of the P&C **General account** as at 27 July 2020 is **\$67,971.35**, down from **\$68,825.69** at the 22 June 2020 P&C meeting.

The balance of the P&C **Clothing Pool account** as at 27 July 2020 is **\$9,777.52**, up from **\$9,138.71** at the 22 June 2020 P&C Meeting.

Summary of financial transactions in the **General account** since the 22 June 2020 meeting:

Income

Nil

Expenditure

|  |            |
|--|------------|
| Annual P&C Insurance Premium - Civic Insurance Brokers | \$1,210.66 |
|--|------------|

**3. Outstanding Items**

Nil

**4. Commitments**

Nil

**5. Notes**

Nil

**6. Other Business**

ACNC paperwork to complete in regards to income tax returns for 2015 - 2018.

## Attachment B – P&C Uniform Pool Monthly Report

# P&C UNIFORM POOL MONTHLY REPORT June 2020

27/07/2020

| Opening Bank Balance | Float    | Total      |
|----------------------|----------|------------|
| \$7,669.86           | \$197.00 | \$7,866.86 |

### Receipts

| Cash sales banked |                   |               |                 |                   |
|-------------------|-------------------|---------------|-----------------|-------------------|
| Term 2, Week 5    | \$0.00            |               |                 |                   |
| Term 2, Week 6    | \$0.00            |               |                 |                   |
| Term 2, Week 7    | \$0.00            |               |                 |                   |
| Term 2, Week 8    | \$200.00          |               |                 |                   |
| Term 2, Week 9    | \$0.00            |               |                 |                   |
| Term 2, Week 10   | \$0.00            |               |                 |                   |
| Direct Deposit    | \$212.00          |               |                 |                   |
| EFT Banked        | \$691.00          | Interest      | Online Orders   | Total Banked      |
| <b>Total</b>      | <b>\$1,103.00</b> | <b>\$0.00</b> | <b>\$680.19</b> | <b>\$1,783.19</b> |

### Expenditure

| Suppliers |      | Bank fees | Misc |                    |
|-----------|------|-----------|------|--------------------|
| LW Reid   | \$ - | \$ 40.24  |      |                    |
|           |      |           |      |                    |
|           |      |           |      | <b>Total Spent</b> |
|           |      |           |      | \$ 40.24           |

| Closing Bank balance 30/06/20 | Float     | Total      |
|-------------------------------|-----------|------------|
| \$9,412.81                    | \$197.000 | \$9,609.81 |

### Stock (sale value): \$28498

- Still to process payment from school (full fee paying students) - need to work on invoice format
- Winter stock sufficient so no orders for June
- Consider transferring money across to main account - haven't needed more than \$5k for stock in the past year