

Bambara Primary School P&C

General Meeting – Term 2

Minutes for meeting held **Weds, 3rd May 2017 at 6:30pm**

1. Welcome

ATTENDANCE

| | | |
|-------------------------------|---------------------------|----------------------------------|
| Crystal Connery (Chairperson) | Helen Hopkins (Secretary) | Shelley Smith (Deputy Principal) |
| Shelley Webb (Vice President) | Linda Knox (Principal) | Amber Smithson |
| Danielle Bardsley | Kandese Butler | Alan Farrell |
| Rhonda Duffy | Hayley Duguid | Zoe Byers |

APOLOGIES

| | | |
|-------------------------|----------------|----------------|
| Wyn Hopkins (Treasurer) | Narelle Durbin | Karen Kroeger |
| Kirsten Craker | Jodie Moss | Tiffany Conroy |
| Alicia Harlow | | |

1.1 The meeting opened at 6:33pm. Quorum present.

2. Confirmation of Minutes of previous meeting

RESOLUTION: That the minutes of the AGM of Bambara Primary School P&C held on 8th March 2017 at 6:30pm be taken as read and confirmed as a true and accurate record.

Carried

3. Business Arising from previous Minutes

The list of outstanding actions from the last meeting were reviewed.
Please refer to **Appendix A**.

4. Correspondence

4.1 Correspondence In

Fundraising brochures: Felix DJ Services, Classroom Cash, Design-a-brick, 2017 Fundraising Directory, Personalised Fundraising, Printing Success, Aust. Fundraising Ideas, Mr Showbags, Fundraising Made Healthy, Aust. Fundraising Specialists, Cystic Fibrosis Fundraising, Cadbury Fundraiser.

Financials: ANZ Statement No 215 & 216, CBA School Banking statement, Bambara Voluntary Contributions receipt, Bambara invoice for shed and other items, Padbury Hall disco hire

General mail: 2017 WACSSO Affiliate Guide, WACSSO State Elections, SDERA News, WACSSO P&C Voice Vol 23 – No 1, WACSSO School Community Contributions & Funding Survey.

RESOLUTION: That the correspondence in be received as per the above list.

Carried

4.2 Correspondence Out

City of Joondalup Padbury Hall hire bond refund form.

RESOLUTION: That the correspondence out be received as per the above list.

Carried

5. Reports

5.1 Principal's Report

Presented by Linda Knox. Attached as **Appendix B**.

RESOLUTION: That the Principal's Report be adopted.

Carried

5.2 Treasurer's Report

Attached as **Appendix C**.

RESOLUTION: That the Treasurer's Report be adopted.

Carried

6. General Business

6.1 Running Club – Update

Attached as **Appendix D**.

Linda/Shelley suggested that the Running Club breakfast be held in ECE3.

Total out of pocket expense for P&C, once all student orders have been received, and Racquel has been reimbursed = \$34.00. Reminder that funds raised on Icy Pole Days will more than cover this.

ACTION: Racquel to ensure students are informed of how many laps they have done and how many sessions they have completed ahead of the breakfast, so members know whether they are eligible to attend.

(Racquel Sutton)

6.2 Book Club – Update

Attached as **Appendix E**.

Racquel is in the process of handing over the running of Book Club to Kandese Butler.

6.3 New Aprons & Tea/Coffee Trolley

NEW APRONS

For many events (cake stalls, sausage sizzles, etc), we are required to wear aprons for health and safety purposes.

Plain black ones can be purchased relatively cheaply from Kmart. Suggestion we possibly get Miss Mattingly to screen print logo on them.

RESOLUTION: That \$100 of funds be allocated towards the purchase of aprons.

Carried

ACTION: Amber/Kandese to purchase from Kmart.

(Amber Smithson/Kandese Butler)

TEA/COFFEE TROLLEY

We are looking to purchase a condiments trolley for use during tea/coffee prep. HOOSCI has loaned one in the interim. Danielle researched this and found one at IKEA for \$249. Concerns that this won't hold up to weight applied and moving around.

Shelley will speak to her husband regarding options.

RESOLUTION: \$60 goes towards the purchase of tea/coffee/long life milk.

Carried

ACTION: Shelley Smith to speak to her husband regarding options for trolley.

(Shelley Smith)

6.4 Coles Whitfords – P&C Account

Initial suggestion was around purchasing gift cards at supermarkets so that volunteers wouldn't be out of pocket. This causes problems when they come in set amounts, such as \$50 and \$100.

Suggestion of opening business accounts at one of the major supermarkets. This would allow us to be invoiced for purchases which cost a great deal for volunteers.

ACTION: Helen to check with WACSSO whether the P&C are allowed to set up accounts directly with supermarkets. Crystal to approach supermarkets if this is permitted.

(Helen Hopkins & Crystal Connery)

6.5 "Boomerang Bags"

Suggestion that as a P&C we donating money towards the screen printing for Miss Mattingley's Boomerang Bags project. The group meet every Tues in ECE2 from 1pm to 3pm. Small pot of ink costs about \$15 alone.

RESOLUTION: That \$200 of funds are allocated towards screen printing for the Boomerang Bags project.

Carried

6.6 Other P&C positions for 2017 (not filled at AGM)

Family Night – Term 4: To be reviewed again at a later meeting.

Faction Carnival – Term 3, Week 7 (Fri, 1st Sept): To be reviewed again at a later meeting.

Fun Run – Term 4, Week 3 (Fri, 27th Oct): Amber Smithson / Racquel Sutton.

ACTION: Review unfilled positions at the next meeting.

(All attendees)

7. Fundraising

7.1 Mother's Day Stall

Everything in hand. No issues to report.

7.2 Hot Cake Day

Confirmed for Thursday, 18th May.

Notes were sent home today. Amber has assistance on cooking hot cakes.

Look into the possibility of borrowing the bain-marie again from Stacey (Parent in Year 2) to keep hot cakes warm.

Suggestion to hold Running Club at 10:10am on that day. Allows Running Club members to attend the Hot Cake Breakfast and still have their usual Thursday training session. As this coincides with the school Open Day, this would showcase our Running Club to visitors and prospective parents.

Shelley has investigated Heatlie BBQs at Barbecues Galore, 1.2 metre wide.

Guaranteed for 10/15 years.

RESOLUTION: That a further \$300 of funds be allocated towards the purchase of a new BBQ (\$2000 already approved at a meeting last year).

Carried

ACTION: Shelley to arrange purchase of BBQ and arrange for Barbecues Galore to invoice the P&C.

(Shelley Webb)

ACTION: Amber to advise Racquel of the change of time to Running Club on 18th May.

(Amber Smithson)

7.3 Cadbury Chocolate Fundraiser

We will wait until Hot Cake Day has passed before promoting this event so as not to overwhelm parents. Notes go home in Week 4, with orders being placed and delivered in Week 5.

ACTION: Amber send out notes and provide update on box allocation at next meeting.

(Amber Smithson)

7.4 Fun Run

Amber and Racquel have agreed to organise. Details to come at next meeting.

ACTION: Add to agenda for next meeting.

(Helen Hopkins)

7.5 **Car Wash**

More details next meeting. Will most likely happen Term 3 on a weekend.

ACTION: Add to agenda for next meeting.
(Helen Hopkins)

7.6 **Icy Pole Day – Term 2**

Thursday, 29th June (Week 10).

Due to unavailability of Quelch Icy poles in all supermarkets, requesting we purchase Juicies' instead and sell them at a cost of \$2.00 each.

These meet the same healthy food standards as the Quelch (amber rating). Details can be found here:

http://www.justpizzacompany.com.au/icecream_icipoles.html

RESOLUTION: That Juicies be purchased and sold at \$2.00 each.

Carried

ACTION: Ensure posters are put up around school and comms are sent out.
(Shelley Webb)

7.7 **American Hot Dog Day**

No longer pursuing this initiative.

7.8 **Bunnings Sausage Sizzle Dates for 2017**

Our first Bunnings Sausage Sizzle is being held on:

Sunday, 11th June (Week 8) 7am – 3pm

ACTION: Crystal to source volunteers. Discuss further at next meeting. Class reps to be engaged to promote.

(Crystal Connery/Class Reps)

9. **Other Business**

9.1 **Shelley Webb – Reimbursement for licence for Election Day Cake Stall**

This year at the Election Day Cake Stall, we had to purchase a licence from the City of Joondalup in order to be able to sell the cakes. This cost \$34 and was paid for by Shelley Webb.

RESOLUTION: That Shelley Webb be reimbursed the amount of \$34 for the cake stall licence.

Carried

9.2 **Stationery Items for P&C events**

We are lucky to have the very talented Morena Howe designing and printing items for our events. Request we allocate a small budget towards this so this doesn't leave her out of pocket.

RESOLUTION: That \$50 be allocated towards the purchase of stationery for the P&C. This will allow Morena Howe to be reimbursed.

Carried

10. **Date of Next General Meeting**

The date of the next General Meeting will be in Week 6 of Term 2 on Wednesday, 31st May at 6:30pm

11. **Closure**

The meeting closed at 8:10pm.

Appendix A

List of Actions from AGM held on 8th March 2017 – Term 1

| Item | Action | Owner | Status |
|--|---|----------------------------|-------------------|
| 6.4 – Other School P&C Positions for 2017 | Review any unallocated positions at the next meeting. | Everyone | On today's agenda |
| 7.1 – Community Kitchen Garden – Update | Class reps to promote volunteers for the cake stall on Election Day. | Class reps | Completed |
| 7.2 – Book Fair – Update | Class reps to communicate the above and help source volunteers. | Class reps | Completed |
| 7.3 – Movie Night – Update | Notes to go out on FB and undercover area for volunteers and school website. | Jodie Moss/Crystal Connery | Completed |
| 7.4 – Easter Raffle – Update | Ensure posters are put up around school and comms are sent out. | Morena Howe | Completed |
| 7.5 – Icy Pole Day – Update | Ensure posters are put up around school and comms are sent out. | Shelley Webb | Completed |
| 7.6 – Bunning Sausage Sizzle | Secretary to update the By-Laws document. | Helen Hopkins | Completed |
| | Crystal to source volunteers for both dates. Discuss further at next meeting. Class reps to be engaged to promote. | Crystal Connery | |
| 7.7 – Cadbury Fundraiser | Amber to provide further details at the next meeting. | Amber Smithson | On today's agenda |
| 7.7 – Tupperware Fundraiser | Crystal to raise again at next meeting | Crystal Connery | Postponed for now |
| 7.7 – Hot Cake Day | Amber to organise, send out comms and source volunteers. | Amber Smithson | On today's agenda |
| | Shelley to get quotes from Barbecues Galore as we have previously approved \$2000 spend towards a new BBQ. Purchase in time for Hot Cake Day. | Shelley Webb | |
| 7.7 – Bubbler Deals | Class reps to promote idea and Secretary to post on FB. | Class reps/Helen Hopkins | Completed |
| 9.3 – Encourage More Positive Comms Between Parents | Class Reps to encourage positive behaviour and promote social activities for parents. | Class Reps | Ongoing |

Appendix B



Bambara Primary School

An Independent Public School

Principal's Report to P&C - 03/05/2017

1. Enrolments at 175. Likely to decrease.
2. July 21st is Kindy enrolments for 2018. Please promote. Pre-primary will need to re-enrol.
3. Open Day on Thursday, 18th May. Having it earlier than last year to promote to new parents. Coincides with Hot Cake Day so existing parents can come along to see teachers and classrooms.

Envelope with flyers will be sent out to all families.
4. NAPLAN on Tues, Weds and Thurs next week.
5. Mathletics is up and running. From K – 6. Students should have their log-in details.
6. Annual Report was finalised at the end of Term 1 and is on the school website.
7. P&C room now has been cleared. Ideal for use as parent meeting room.
8. Newsletter – thank you to Racquel for the new layout. For future content, items need to be in by Friday BEFORE the newsletter is produced on a Monday by Michelle, for publication on the Tuesday.

Appendix C

| Net cash flow since last meeting | | Treasurer's Report | | Balance from last meeting | |
|---|---|-----------------------|-----------------|----------------------------|------------------|
| (14,127.80) | | Wednesday 03 May 2017 | | 20,880.32 | |
| Closing Balance | | Statement of Account | | Deposits | |
| 6,752.52 | | | | 3,636.98 | |
| | | | | Withdrawals | |
| | | | | (17,764.78) | |
| | | | | Closing Balance 27/04/2017 | |
| | | | | 6,752.52 | |
| | | | | Not Yet hit Bank | |
| | | | | 14,684.00 | |
| | | | | Per Bank | |
| | | | | 21,436.52 | |
| Category | Event | Date | Deposits | Withdrawals | |
| ⊞ Audit Fees | ⊞ AUDIT - BAIN EMA | 10/03/2017 (Fri) | | 605.00 | |
| ⊞ Bank Interest | ⊞ CREDIT INTEREST PAID | 29/03/2017 (Wed) | 3.88 | | |
| ⊞ Book Club | ⊞ Book Club | 10/04/2017 (Mon) | 152.00 | 303.00 | |
| ⊞ Community Kitchen Garden | ⊞ Kitchen Garden Supplies | 10/04/2017 (Mon) | | 212.46 | |
| ⊞ Community Kitchen Garden | ⊞ Garden Shed | 28/04/2017 (Fri) | | 12,000.00 | Not Yet Hit Bank |
| ⊞ Disco Night | ⊞ Deposit for Padbury Hall Hire | 20/04/2017 (Thu) | | 750.00 | |
| ⊞ Easter Raffle | ⊞ Easter Raffle | 10/04/2017 (Mon) | 737.00 | | |
| ⊞ Election Day Stall | ⊞ Cake Stall | 13/03/2017 (Mon) | 432.90 | | |
| ⊞ Icy Poles | ⊞ Icy Pole Day | 10/04/2017 (Mon) | 112.50 | 46.32 | |
| ⊞ Mothers Day | ⊞ Mother Day Gifts | 15/03/2017 (Wed) | | 654.00 | |
| ⊞ P& C Membership & Donation Fundrai | ⊞ Voluntary P & C contributions BAMBARA PRIMARY | 14/03/2017 (Tue) | 815.00 | | |
| ⊞ P& C Membership & Donation Fundrai | ⊞ P&C Financial Memberships | 13/03/2017 (Mon) | 7.00 | | |
| ⊞ Running Club | ⊞ Running Club Singlets | 24/03/2017 (Fri) | 108.00 | | |
| ⊞ Running Club | ⊞ Running Club Singlets | 27/03/2017 (Mon) | 54.00 | | |
| ⊞ Running Club | ⊞ Running Club Singlets | 28/03/2017 (Tue) | 36.00 | | |
| ⊞ Running Club | ⊞ Running Club Singlets | 30/03/2017 (Thu) | 72.00 | | |
| ⊞ Running Club | ⊞ Running Club Singlets | 24/04/2017 (Mon) | | 270.00 | |
| ⊞ School Banking | ⊞ School Banking Commissions | 06/04/2017 (Thu) | 167.50 | | |
| ⊞ Sundry | ⊞ P&C Badges | 28/04/2017 (Fri) | | 250.00 | Not Yet Hit Bank |
| ⊞ Movie Night | ⊞ Movie Rental | 24/03/2017 (Fri) | | 198.00 | |
| ⊞ Movie Night | ⊞ Movie Night | 10/04/2017 (Mon) | 939.20 | | |
| ⊞ Movie Night | ⊞ Movie Night Ticket | 10/04/2017 (Mon) | | 42.00 | |
| ⊞ Year 6 Graduation Shirts | ⊞ Year 6 Graduation Shirts | 28/04/2017 (Fri) | | 160.00 | Not Yet Hit Bank |
| ⊞ Mathletics Program & Learning Incenti | ⊞ Semester 1 Learning Area and incentives | 28/04/2017 (Fri) | | 420.00 | Not Yet Hit Bank |
| ⊞ Mathletics Program & Learning Incenti | ⊞ Mathletics Program | 28/04/2017 (Fri) | | 1,854.00 | Not Yet Hit Bank |
| Grand Total | | | 3,636.98 | 17,764.78 | |

Appendix D



RUNNING CLUB REPORT

- **Running Club has been well received** once again this term with enthusiastic participation from students and parents. We currently have 120 registered student runners.
- **Music and the Bambara Bolt incentive chart** seems to be providing motivation for the students to participate. We are only 329 laps away from the next milestone of 5,500 accumulated laps, at which Mr Roger Lewis, the school gardener, will wear a tutu for the day.
- **Running Club singlets** were ordered during the holidays and were delivered to students in Week 1. Feedback from the students and parents appear to be positive so far.
 - 36 singlets were purchased by the school community at an agreed cost of \$18 each.
 - \$630 has been collected from the student orders with one singlet order outstanding payment of \$18 (expecting payment this week).
 - Total expected = \$648
 - Total invoice from Gearup Promotions = \$682.00 (including printing and setup). Payments were made as follows;
 - ✓ \$342.00 cash deposit paid, 3 April 2017 (money from cash orders)
 - ✓ \$270.00 paid by P&C Treasurer from online account, 23 April 2017 (money from direct debit orders)
 - ✓ \$18.00 cash (money from late cash order)
 - ✓ \$52.00 EFTPOS, paid by Racquel Sutton on collection of goods, 26 April 2017 (to be reimbursed - *once final payment of \$18 is received from last parent order*)
 - Total out of pocket expense for P&C, once all student orders have been received, and Racquel has been reimbursed = \$34.00
- **FREE VIP Breakfast has been scheduled for the last Thursday in Term 2, 29 June @ 7.50am.** Some students have already reached the required 10 training sessions to qualify for the breakfast. There is plenty of time for new registered runners to also qualify.
 - Planning for the breakfast have commenced (working in progress);
 - ✓ Brownes have offered to donate their new natural, no added sugar flavoured milks.
 - ✓ Looking for a business to donate fruit if possible (Woolworths Whitfords).
 - ✓ Waters to be purchased if not able to be donated (Woolworths).
 - ✓ After a discussions with the coordinators and some willing parents, we propose to make some food items such as muffins and mini quiches or zucchini slice to contribute to the breakfast and save on P&C expenditure.
 - ✓ Will ask if Boost Juice if they would like to donate vouchers for a free juice (as per last year).
- Racquel has spoken verbally with The Northshore Tavern in hope there may be an opportunity for a form of sponsorship towards a 'Running Club Sundowner Function' for the parent participants. *Perhaps food platters provided and in return, parents will pay for their own drinks.* It was advised that a letter/email to the manager, Brian, would be a good idea (in progress).

Running Club Coordinators

Racquel Sutton Danielle Bardsley & Nic Van der Togt

Appendix E

SCHOLASTIC BOOK CLUB REPORT

Book club has been well received once again this year with enthusiastic participation.

- Parents have been utilising the option to place orders discretely for gifts. The books are then packaged and delivered to the front office for collection, rather than student's classes.
- So far this year, Bambara has been credited \$252.50 in rewards after issues 1 & 2. Mrs Helen Pirouet, the school Librarian, is the allocated rewards holder. Helen will use the accrued rewards credits to make purchases for the school.
- Issue 3 catalogues were sent home with students this week. Orders are due 12 May 2017.
- Two issues are expected each term.

| BOOK CLUB ISSUE | TOTAL SALES | REWARD/CREDITS |
|------------------------|------------------------|-----------------------|
| ISSUE 1 | \$659.50 | \$132.00 |
| ISSUE 2 | \$602.50 | \$120.50 |
| ISSUE 3 | Orders due 12 May 2017 | |
| ISSUE 4 | Expected late Term 2 | |
| ISSUE 5 | Expected early Term 3 | |
| ISSUE 6 | Expected late Term 3 | |
| ISSUE 7 | Expected early Term 4 | |
| ISSUE 8 | Expected late Term 4 | |

| | |
|------------------------------|----------|
| REWARDS SUB TOTAL | \$252.50 |
|------------------------------|----------|

Book Club Coordinators

Racquel Sutton & Kandese Butler