

# Bambara Primary School P&C General Meeting – Term 3

Minutes for meeting held **Wednesday, 31<sup>st</sup> July 2019 at 7:00pm**

<b>1.</b>	<b>Welcome</b>																			
<b>ATTENDANCE</b>																				
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Shelley Webb (President)</td> <td style="width: 33%;">Helen Hopkins (Secretary)</td> <td style="width: 33%;">Shelley Smith (Deputy Principal)</td> </tr> <tr> <td>Nichole Everett (Vice President)</td> <td>Linda Knox (Principal)</td> <td>Peta Farrell</td> </tr> <tr> <td>Stephanie McCurdy</td> <td>Brendan Everett</td> <td>Kelvin Webb</td> </tr> <tr> <td>Nicole Lavrakas</td> <td>Kirsten Barton</td> <td>Samantha Hattersley</td> </tr> <tr> <td>Alison Hayward</td> <td>Dayle Scarlett</td> <td>Alicia Harlow</td> </tr> <tr> <td>Russ Harlow</td> <td>Christine Reger</td> <td></td> </tr> </table>			Shelley Webb (President)	Helen Hopkins (Secretary)	Shelley Smith (Deputy Principal)	Nichole Everett (Vice President)	Linda Knox (Principal)	Peta Farrell	Stephanie McCurdy	Brendan Everett	Kelvin Webb	Nicole Lavrakas	Kirsten Barton	Samantha Hattersley	Alison Hayward	Dayle Scarlett	Alicia Harlow	Russ Harlow	Christine Reger	
Shelley Webb (President)	Helen Hopkins (Secretary)	Shelley Smith (Deputy Principal)																		
Nichole Everett (Vice President)	Linda Knox (Principal)	Peta Farrell																		
Stephanie McCurdy	Brendan Everett	Kelvin Webb																		
Nicole Lavrakas	Kirsten Barton	Samantha Hattersley																		
Alison Hayward	Dayle Scarlett	Alicia Harlow																		
Russ Harlow	Christine Reger																			
<b>APOLOGIES</b>																				
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Wyn Hopkins (Treasurer)</td> <td style="width: 33%;">Racquel Sutton</td> <td style="width: 33%;">Kristen Craker</td> </tr> <tr> <td>Morena Howe</td> <td>Adam Duffy</td> <td>Kevin Duguid</td> </tr> <tr> <td>Sherrilee Bartlett</td> <td>Karen Kroeger</td> <td>Hayley Duguid</td> </tr> <tr> <td>Kandese Butler</td> <td>Crystal Connery</td> <td>Jodie Moss</td> </tr> <tr> <td>Sebastian Dzienis</td> <td></td> <td></td> </tr> </table>			Wyn Hopkins (Treasurer)	Racquel Sutton	Kristen Craker	Morena Howe	Adam Duffy	Kevin Duguid	Sherrilee Bartlett	Karen Kroeger	Hayley Duguid	Kandese Butler	Crystal Connery	Jodie Moss	Sebastian Dzienis					
Wyn Hopkins (Treasurer)	Racquel Sutton	Kristen Craker																		
Morena Howe	Adam Duffy	Kevin Duguid																		
Sherrilee Bartlett	Karen Kroeger	Hayley Duguid																		
Kandese Butler	Crystal Connery	Jodie Moss																		
Sebastian Dzienis																				
<b>1.1</b>	The meeting opened at 7:09pm. Quorum present.																			
<b>2.</b>	<b>Confirmation of Minutes of previous meetings</b>																			
	<b>RESOLUTION:</b> That the minutes of both the AGM & General Meeting of Bambara Primary School P&C held on 19 <sup>th</sup> June 2019 be taken as read and confirmed as a true and accurate record.	<b>Carried</b>																		
<b>3.</b>	<b>Business Arising from previous Minutes</b>																			
	The list of outstanding actions from the last meeting were reviewed. Please refer to <b>Appendix A</b> .																			
<b>4.</b>	<b>Correspondence</b>																			
<b>4.1</b>	<b>Correspondence In</b>																			
	<b>Fundraising:</b> None. <b>Financials:</b> ANZ Statement – No. 242. For payments see Treasurer’s Report. Duncraig Community Centre bond payment request. <b>General:</b> Updated Liability Insurance documents sent to Bunnings Whitfords.																			
	<b>RESOLUTION:</b> That the correspondence in be received as per the above list.	<b>Carried</b>																		
<b>4.2</b>	<b>Correspondence Out</b>																			
	General payment remittance advice. Emails to City of Joondalup regarding hall use for Race Night and payment of bond for use of Duncraig Community Centre.																			
<b>5.</b>	<b>Reports</b>																			
<b>5.1</b>	<b>Principal’s Report</b>																			
	Presented by Linda Knox. Attached as <b>Appendix B</b> .																			
	<b>RESOLUTION:</b> That the Principal’s Report be adopted.	<b>Carried</b>																		

<b>5.2</b>	<b><u>Treasurer's Report</u></b>	
	Presented by Helen Hopkins (on behalf of Wyn Hopkins). Attached as <b>Appendix C</b> .	
	<b>RESOLUTION:</b> That the Treasurer's Report be adopted.	<b>Carried</b>
<b>5.3</b>	<b><u>Playground Upgrade Committee Report</u></b>	
	Presented by Alison Hayward. Please refer to update in Section 6.1.1 – 'Playground Upgrade' under Item 6.1 '2019 Fundraiser' within General Business.	
<b>5.4</b>	<b><u>Kitchen Garden Committee Report</u></b>	
	Presented by Shelley Smith. We have brought in approximately \$163 worth of sales from Kitchen Garden produce. Last Semester, teachers and their classes were responsible for their own beds, which didn't work very well. This Semester, we will be working in coexistence with staff and students. The Kitchen Garden Club will do weeding and fertilizing and the teachers and classes will be responsible for their planting and harvesting. The Kitchen Garden Club continues to be well attendance, weather dependent. Approximately 17 attended today.	
<b>5.5</b>	<b><u>Fundraising Committee Report</u></b>	
	Presented by Nichole Everett. Please refer to update in Section 6.2.5 – 'Race Night' within General Business.	
<b>6.</b>	<b><u>General Business</u></b>	
<b>6.1</b>	<b><u>2019 Fundraiser</u></b>	
<b>6.1.1</b>	<b><u>Playground Upgrade</u></b>	
	<p><b>COORDINATOR: Alison Hayward</b></p> <p>Since our last P&amp;C meeting, updated quotes have come through from both Simone (the landscape architect engaged by the school to assist with the design) and also separately from Michael Pearson. Both quotes are for structures that will be based at the new location on Gosse Road.</p> <p>A separate quote was also obtained from lyPa Crafting Play, but fell way over budget at \$40,419.39.</p> <p>The new location has been chosen in an effort to minimise the costs involved in situating the equipment on a South-Eastern embankment and the need to dig, retain and backfill this area in order for it to be suitable and in accordance with Australian Standards.</p> <p>Simone's quote is attached as <b>Appendix D</b> (total cost \$21,310.52 ex-GST, sand ground cover option; \$23,910.52 ex-GST for mulch groundcover option).</p> <p>Michael's quote is attached as <b>Appendix E</b> (total cost \$19,527.61 inc GST, mulch ground cover option and pay-on-time discount).</p> <p>The quotes differ by \$1,782.91 to \$4,382.91 plus GST on the higher quote.</p> <p>Representatives of the Playground Upgrade Committee and the P&amp;C met with Michael to discuss designs and a quote was prepared for some metal equipment which could sit on a bed of either mulch or sand. Mulch is recommended and this preference was encouraged by one P&amp;C member who cited her experience at another school, where the sand was continually vandalised and the maintenance was costly.</p> <p>Retaining mulch/sand is required on 4 sides as opposed to 3 (included in a previous quote) and has increased the quote slightly but is a necessary addition.</p> <p>It was stressed that it is important to note Michael giving us a considerable discount and is donating his labour. His view was that his own family will be at the school for years to come and he is committed to the upkeep of the playground and will also be able to add pieces to it in the future, should we decide to expand.</p> <p>The senior students (Y4-6) undertook a hidden ballot on their preference and the metal playground option was clearly the most popular.</p> <p>When the staff were consulted, it is understood a majority supported the nature play option.</p>	

<b>6.1.1</b>	<b>Playground Upgrade (continued)</b>	
	<p>Concerns were raised that the P&amp;C were not meeting WACSSO guidelines and a preference was noted for the P&amp;C to obtain a further quote to compare the newer design.</p> <p>Kelvin stated there were clearly 3 quotes for a playground, albeit some had received re-worked design and costing. Nichole wished to state for the record that the P&amp;C believe they have met the WACSSO guidelines – we have 4 quotes and wouldn't have brought the vote forward to tonight if we felt we weren't conforming to their requirements. Furthermore, the sub-committee have worked for over a year on this and those around the table have come tonight with the intention to vote.</p> <p>It was noted that the sub-committee met on Monday where it was decided to bring it to vote tonight. It was questioned why these concerns were not brought up then.</p> <p>It was commented that this should have been resolved at Monday's meeting and not tonight, given voting is pending. The P&amp;C are confident that WACSSO would be completely comfortable with us voting on the quote and visuals presented tonight.</p> <p>It was pointed out that the P&amp;C are not a government body. WACSSO are there to support us.</p> <p>It was noted that equipment takes 6 weeks to order and the playground may potentially not go ahead at all if we continue to delay.</p> <p>As the manager of the site, Linda stated she will need to ensure that any contractor who comes on site has the relevant approvals and licences before work can commence.</p> <p>A formal vote took place on choice of option and funding commitments:</p> <p><b>Nature Play</b> – No votes</p> <p><b>Metal Structure</b> – 16 votes in favour (1 abstain)</p> <p>There will be a busy bee organised to get this the area prepped. Retic in the area to be capped off. We need to allow an amount for temporary fencing to be erected while the concrete footings are curing to prevent access and vandalism.</p> <p>Of the \$7000 the school had put aside for the landscape architect, \$2000 of this has been spent. The school are prepared to contribute the remaining \$5000 towards the installation of Michael's design (per Appendix E).</p> <p>The Committee thanked the school for this generous offer.</p> <p>On behalf of the Committee, Shelley and Nichole thanks Alison and the Playground Upgrade Committee for their efforts and contribution in reaching this point.</p>	
	<b>RESOLUTION:</b> That proceed with the installation of the metal structure playground as designed and quoted by Michael Pearson of Empee Group (and supplier, Imagination Play).	<b>Carried</b>
	<b>RESOLUTION:</b> That we release funds in accordance with the payment regime proposed by Michael Pearson of Empee Group (and supplier, Imagination Play).	<b>Carried</b>
	<b>ACTION:</b> Shelley to contact Michael to discuss next steps and invoice payment. <b>(Shelley Webb, with Executive Support)</b>	
<b>6.2</b>	<b><u>Term 3 2019: Update &amp; Key Items/Dates</u></b>	
<b>6.2.1</b>	<b>Junior &amp; Senior Discos (Fri, 9<sup>th</sup> August – Week 3)</b>	
	<p><b>COORDINATORS: Sherrilee Bartlett, Nicole Lavrakas &amp; Kirsten Barton</b></p> <p>Coordinators will work together to sell tickets, prepare lolly bags and source volunteers for the night. Kirsten will arrange to collect the keys to the hall.</p> <p>\$300 of funds to be transferred to Nicole Lavrakas in accordance with pre-allocated spend as outlined in our By-Laws.</p>	
	<b>ACTION:</b> Helen to arrange the bank transfer to Nicole who will then purchase supplies for the discos. <b>(Helen Hopkins, Nicole Lavrakas)</b>	

<b>6.2.2</b>	<b>Kitchen Garden Bunnings Sausage Sizzle (Sat, 17<sup>th</sup> August – Week 4)</b>	
	<p><b>COORDINATOR: Shelley Webb</b>  A volunteer roster was posted on Facebook today.  Kirsten Barton has offered to help transport items on the day.  We will need a team of volunteers to chop the onions.  Shelley will check with Kevin Duguid to see if he would be willing to assist again.  Nicole Lavrakas offered to message Minh to see if she can donate some pre-cut rolls again. \$1000 of funds to be transferred to Shelley Webb in accordance with pre-allocated spend as outlined in our By-Laws.</p>	
	<p><b>ACTION:</b> Helen to arrange the bank transfer to Shelley who will then purchase supplies need for the sausage sizzle.  <b>(Helen Hopkins, Shelley Webb)</b></p>	
	<p><b>ACTION:</b> Nicole to contact Minh regarding the donation of rolls.  <b>(Nicole Lavrakas)</b></p>	
<b>6.2.3</b>	<b>Father’s Day Stall (Week 6)</b>	
	<p><b>COORDINATOR: Danielle Bardsley</b>  Shelley is working with Danielle to source gifts in readiness for the stall.  Volunteers are requested to help wrap gifts.  We hope to engage Morena to design some posters for the event.</p>	
<b>6.2.4</b>	<b>Faction Carnival (Fri, 6<sup>th</sup> September – Week 7)</b>	
	<p><b>COORDINATORS: TBC</b>  This year we will not be offering a sausage sizzle due to feedback from parents that helping out on the roster meant they missed their children’s races.  We will continue with the ever popular cake stall and will put a call out for donations.  Suggestion that we also request some savoury options.  We will organise a coffee van and possibly ice cream van.</p>	
	<p><b>ACTION:</b> Shelley to confirm booking of coffee van and ice cream van. Add to agenda at next meeting to ensure all is in order for the day.  <b>(Shelley Webb, Helen Hopkins)</b></p>	
<b>6.2.5</b>	<b>Race Night (Sat, 14<sup>th</sup> September)</b>	
	<p><b>COORDINATORS: Nichole Everett &amp; Shelley Webb</b>  Work has continued on organising our Race Night. We have featured a “save the date” in the latest school newsletter.  Since our last meeting, we encountered an issue with our booking at Fleur Freame Pavillion on MacDonald Avenue in Padbury. We have been informed that Whitfords Football Club have been pre-allocated use of the hall for all weekends for the remainder of the year. We spent some time reviewing alternative venues that could still hold up to 200 people, were in a good location and had access to toilets and a kitchen. We have now secured a booking with Duncraig Community Centre and have paid the \$750 bond requested by the City of Joondalup.  This venue is fresh, bright and offers modern facilities, so is a good alternative.  We hope to source some free bins from the City of Joondalup. If we don’t manage this, we may look to ask Kevin if he can assist in this area.  Our DJ is confirmed and is booked until midnight. Peter Okas is our RSA.  A Facebook page will be created, similar to the Aladdin Movie Night whereby details of the event and how to book will be listed.  We almost have flyers ready to go out, which will promote the event – tickets \$10, adults only event, strictly NO BYO, all drinks priced at \$5, BYO snacks.</p>	
	<p><b>RESOLUTION:</b> That \$300 of funds be transferred to Nichole Everett to begin purchasing some of the items required for Race Night.</p>	<b>Carried</b>

	<p><b>ACTION:</b> Helen to organise the bank transfer to Nichole so she can start purchasing items required.  <b>(Helen Hopkins, Nichole Everett)</b></p>	
<b>6.2.6</b>	<p><b>Milo Day (Wednesday, 18<sup>th</sup> September – Week 9)</b></p>	
	<p><b>COORDINATOR: Christine Reger</b>  Suggestion to hold this in Week 9 on the Wednesday around lunchtime so that all swimming groups are back at school.  Christine is happy to run this event and prepare the items. Preference to make the Milo with milk as is far more popular than if made with water. Also look to cook pikelets made with quality ingredients. Hoping to have all ingredients donated.  Suggestion that students bring their own cup – both environmentally friendly and means we don't have to purchase disposable cups.  Suggestion to price items separately - \$2 for the Milo and \$1 for the pikelet. Gives students option to buy one or the other, or both.</p>	
	<p><b>ACTION:</b> Add to the agenda for further discussion at the next meeting.  <b>(Helen Hopkins)</b></p>	
<b>6.2.7</b>	<p><b>Water Bottle Update</b></p>	
	<p><b>COORDINATOR: Penny Lee</b>  Due to time constraints, we were unable to cover this item and will take it to the next meeting.</p>	
	<p><b>ACTION:</b> Add to agenda for discussion at the next meeting.  <b>(Helen Hopkins)</b></p>	
<b>6.2.8</b>	<p><b>Entertainment Book Update</b></p>	
	<p><b>COORDINATOR: Brendan Everett</b>  Some extra books have been dropped off at the school reception desk for parents to look through. Still trying to promote online membership. Sales have been slow.</p>	
	<p><b>ACTION:</b> Brendan to provide an update at our next meeting.  <b>(Brendan Everett)</b></p>	
<b>6.2.9</b>	<p><b>Cadbury Fundraiser Update</b></p>	
	<p><b>COORDINATORS: Hayley Duguid/Dayle Scarlett</b>  All boxes have been sold and monies returned. We are only waiting on payment to come in for half a box.  Of the 100 boxes ordered, we received 4 free of charge.  2 boxes were purchased outright and have been put aside to include in the lolly bags at the school discos.  This event has generated just over \$3000 of income.  Huge thanks to Hayley and to Dayle for their assistance in running this fundraiser so smoothly.  This year, we have found this fundraiser to be very successful. Many families took multiple boxes to sell, students embraced neighbourhood door knocking and the smaller size bars were preferred by the majority as we viewed to be 'kid friendly'.  In terms of next year, we will look to review timing and may run this in Term 3 instead meaning it's not quite so close to Easter.</p>	

<b>6.2.10</b>	<b>Book Week (Monday, 19<sup>th</sup> to Thursday, 22<sup>nd</sup> August - Week 5)</b>	
	<p>The theme is "Reading is my Secret Power". On the Monday and Tuesday parents are invited to come to the library during their child's library session to share a book with a small group of students. The book can be one chosen by the parent/grandparent/carer; one chosen by the children or one from the library. The purpose is to have some sharing time that also demonstrates to our students how we use reading all the time. It would also be great if parents could share how often they use reading for their work purposes and their own leisure. If you would like to take part please put your name down on the schedule in the Undercover Area.</p> <p>On Thursday, 22<sup>nd</sup> August students, parents and staff are invited to dress up as their favourite book character or author. There will be a parade during assembly that week. There are no prizes for best outfit as it is all about joining in, having some fun and celebrating all that books have to offer. Please think about costumes and use what you have rather than hiring.</p>	
<b>7.</b>	<b>Other Business</b>	
<b>7.1</b>	<b><u>Microsoft Office licences for students</u></b>	
	<p>Wyn, our P&amp;C Treasurer, has highlighted that students and educators are eligible for Office 365 Education, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams, plus additional classroom tools. This may be beneficial for families who don't currently have access to these programs at home.</p> <p>The online version is free, or costs \$3.60 per student per month to get the desktop version too. There may be a need for a teacher or someone to take on an Admin role in setting this up.</p> <p>Wyn is a Microsoft Excel MVP and is happy to run some training sessions on the basics for teachers and parents if required.</p> <p>Further details can be found on the links below:  <a href="https://www.microsoft.com/en-us/education/products/office">https://www.microsoft.com/en-us/education/products/office</a>   <a href="https://products.office.com/en-au/academic/compare-office-365-education-plans">https://products.office.com/en-au/academic/compare-office-365-education-plans</a></p>	
	<b>ACTION:</b> Helen to speak to Janet to see if this can implemented. <b>(Helen Hopkins)</b>	
<b>7.2</b>	<b><u>WACSSO P&amp;C Day - Friday, 26<sup>th</sup> July 2019</u></b>	
	<p>Shelley thanked Linda and the school staff for the card sent to the P&amp;C  Shelley also extended her thanks to everyone for all their hard work on the fundraisers so far this year.</p>	
<b>8.</b>	<b>Date of Next General Meeting</b>	
	The next meeting will be in Week 7, Term 3 on Wednesday, 4 <sup>th</sup> September at 7:00pm.	
<b>9.</b>	<b>Closure</b>	
	The meeting closed at 8:31pm	

## Appendix A

### List of Actions from the General Meeting held on 19<sup>th</sup> June 2019 - Term 2

<b>Item</b>	<b>Action</b>	<b>Owner</b>	<b>Status</b>
<b>5.3 – Kitchen Garden Committee Report</b>	Class reps to make parents/carers aware that items from the garden must not be taken.	Class Reps	Completed
<b>5.5 – Running Club Update</b>	Class reps to put a call out for volunteers to help coordinate Running Club on a Monday morning. Crystal to draw up a roster.	Class Reps / Crystal Connery	Completed
<b>6.1.1 – Playground Upgrade</b>	Committee to chase a 2nd quote and meet with Michael to obtain an alternative option. We will aim to make a final decision at the next meeting.	Alison Hayward & Playground Upgrade Committee, with Executive Support	On today's agenda
	Should the second round of quotes come back and also be unaffordable, the P&C would revise spending in this area and possibly look to identify a new option on which we focus our fundraising efforts.		
	Should the second round of quotes come back and also be unaffordable, that the P&C move away altogether from Simone's designs and look at purchasing a steel frame piece of equipment (monkey bars for example, from a playground catalogue) to install.		
<b>6.2.1 – Entertainment Book Update</b>	Brendan to provide further update at the next meeting.	Brendan Everett	On today's agenda
<b>6.2.2 – Cadbury Fundraiser</b>	A further update will be provided at the next meeting.	Hayley Duguid / Dayle Scarlett	On today's agenda
<b>6.2.5 – Spare Change Challenge</b>	A summary of the event will be provided at our next meeting.	Morena Howe / Penny Lee	On today's agenda
<b>6.2.7 – Junior &amp; Senior Discos</b>	Add to agenda for discussion at the next meeting.	Helen Hopkins	On today's agenda
<b>6.2.8 –KG Bunnings Sausage Sizzle</b>	Add to agenda for discussion at the next meeting.	Helen Hopkins	On today's agenda
<b>6.2.10 – Water Bottle Update</b>	Penny to arrange for a sample pan to be show at the next meeting. Helen to add to next agenda for discussion.	Penny Lee / Helen Hopkins	On today's agenda
<b>6.2.11 – Big Fundraiser – Term 3</b>	Nicole to provide more detail at the next meeting. Helen to contact City of Joondalup to move the date.	Nichole Everett / Helen Hopkins	On today's agenda
<b>6.2.12 – Term 3 Fundraisers</b>	Helen to add to agenda for discussion at the next meeting.	Helen Hopkins	On today's agenda
<b>7.1 – Microsoft Office Licences for Students</b>	Helen to add to agenda for discussion at the next meeting.	Helen Hopkins	On today's agenda

<b>7.2 - WACSSO P&amp;C Day (26<sup>th</sup> July)</b>	Linda to discuss with staff and advise the P&C of plans.	Linda Knox	On today's agenda
--	--	------------	----------------------

## Appendix B



## Principal's Report

**31<sup>st</sup> July 2019**

1. 184 students currently enrolled which meets our business plan targets. We have 28 Kindy students enrolled for 2020 and are confident we should get an additional 8 enrolment to ensure 2 classes.
2. Running Club has been re-established with 2 staff members taking this on twice a week on a Tuesday and Friday. Parent help and participation is still encouraged.
3. Interschool Cross Country on Friday this week. Weather forecast looks good. Parents are invited to attend to support.
4. We are close to making a decision on the new Senior Playground – design options are included in the newsletter.
5. Our chaplain, Sylvia Spatara, has linked our school with the OzHarvest food program. OzHarvest is Australia's leading food rescue charity. They collect quality surplus food, distribute it to people in need and divert food waste from landfill. OzHarvest will deliver the surplus food to our school where our Year 6 leadership teams will learn about community service and work with Sylvia to make food packs. Any parents or carers who feel they could benefit from food packs can email Sylvia at [Sylvia.Spatara@education.wa.edu.au](mailto:Sylvia.Spatara@education.wa.edu.au) or [Sylvia.Spatara@youthcare.org.au](mailto:Sylvia.Spatara@youthcare.org.au) or speak with anyone from the administration team. All discussions are confidential and food packs can be collected discretely from the school office.
6. We have a trained chef coming in to work with parents in the science lab to give some cooking advice and assistance in preparing meals.
7. One Big Voice concert (Friday, 30<sup>th</sup> August). This year we are performing in the matinee.

# Appendix C

Net cash flow since last meeting  
**3,089.55**

Closing Balance  
**18,845.28**

## Treasurer's Report

Wednesday 31 July 2019  
Statement of Account

Balance from last meeting		<b>15,755.73</b>
Deposits		<b>3,987.40</b>
Withdrawals		<b>(897.85)</b>
Closing Balance	29/07/2019	<b>18,845.28</b>
Not Yet hit Bank		<b>295.10</b>
Per Bank		<b>18,550.18</b>

Category	Event	Date	Deposits	Withdrawals
5c / Spare Change Challenge	Spare Change Challenge	1-Jul	1,186.05	
5c / Spare Change Challenge	Spare Change Challenge Pizza Party	10-Jul		67.15
<b>5c / Spare Change Challenge Total</b>			<b>1,186.05</b>	<b>67.15</b>
Bank Interest	Bank Interest	28-Jun	2.05	
<b>Bank Interest Total</b>			<b>2.05</b>	
Book Club	Book Club	29-Jul		8.00
<b>Book Club Total</b>				<b>8.00</b>
Cadbury Fundraiser	Purchase of Chocolate Boxes	19-Jun	60.00	
Cadbury Fundraiser	Purchase of Chocolate Boxes	20-Jun	60.00	
Cadbury Fundraiser	Purchase of Chocolate Boxes	24-Jun	221.00	
Cadbury Fundraiser	Purchase of Chocolate Boxes	26-Jun	60.00	
Cadbury Fundraiser	Purchase of Chocolate Boxes	27-Jun	190.00	
Cadbury Fundraiser	Purchase of Chocolate Boxes	28-Jun	420.00	
Cadbury Fundraiser	Purchase of Chocolate Boxes	1-Jul	60.00	
Cadbury Fundraiser	Purchase of Chocolate Boxes	2-Jul	120.00	
Cadbury Fundraiser	Purchase of Chocolate Boxes	4-Jul	120.00	
Cadbury Fundraiser	Purchase of Chocolate Boxes	26-Jul	60.00	
Cadbury Fundraiser	Cash Takings for Chocolate boxes	1-Jul	660.60	
Cadbury Fundraiser	Cash Takings for Chocolate boxes	29-Jul	301.10	
<b>Cadbury Fundraiser Total</b>			<b>2,332.70</b>	
Community Kitchen Garden	Garden Seedlings	2-Jul		21.70
Community Kitchen Garden	Garden Pebbles	2-Jul		32.00
Community Kitchen Garden	Garden club marshmallows and milo	2-Jul		19.00
Community Kitchen Garden	Kitchen Garen Produce Tin	23-Jul	163.60	
<b>Community Kitchen Garden Total</b>			<b>163.60</b>	<b>72.70</b>
P & C Membership & Donation Fundraisi	PnC Memberships	29-Jul	2.00	
<b>P &amp; C Membership &amp; Donation Fundraising Income Total</b>			<b>2.00</b>	
Races Night	Deposit of hire of hall for races night	25-Jul		750.00
<b>Races Night Total</b>				<b>750.00</b>
School Banking	Commission from School Banking	2-Jul	120.00	
<b>School Banking Total</b>			<b>120.00</b>	
Sushi Lunch Day	Sushi Lunch Day	23-Jul	181.00	
<b>Sushi Lunch Day Total</b>			<b>181.00</b>	
<b>Grand Total</b>			<b>3,987.40</b>	<b>897.85</b>



## Cheque Account

Account Name	Account Number	Current Balance	Available Funds
Cheque Account	016494 340868914	\$18,544.18	\$18,544.18

### Recent

Description	Debit	Credit
ANZ INTERNET BANKING PAYMENT 123161 TO Scholastic Australia Pty Ltd Paid to: Scholastic Australia Pty Ltd Message: 24609601	\$8.00	
PAYMENT FROM HELEN HOPKINS Paid by: HELEN HOPKINS Message: P&Cmemberships		\$2.00

### Processed

Processed	Description	Debit	Credit	Balance
26/07/2019	ANZ M-BANKING PAYMENT CADBURYJO HNSON AMANDA GUTHRIE		\$60.00	\$18,550.18
25/07/2019	ANZ INTERNET BANKING PAYMENT 1737 80 TO City of Joondalup Message: ID12715	\$750.00		\$18,490.18
23/07/2019	DEPOSIT		\$181.00	\$19,240.18
23/07/2019	DEPOSIT		\$163.60	\$19,059.18
10/07/2019	ANZ INTERNET BANKING PAYMENT 5697 24 TO Morena Dobrowolski Message: PizzaPartyPP	\$67.15		\$18,895.58
04/07/2019	TRANSFER FROM CRYSTAL CONNERY CO NNERY CADBURY		\$120.00	\$18,962.73
02/07/2019	ANZ INTERNET BANKING PAYMENT 1586 51 TO Michelle Webb Message: KGarden Pebbles	\$32.00		\$18,842.73
02/07/2019	ANZ INTERNET BANKING PAYMENT 1580 27 TO Michelle Webb Message: KGarden Seedlings	\$21.70		\$18,874.73
02/07/2019	ANZ INTERNET BANKING PAYMENT 1582 51 TO Michelle Webb Message: Kitchen Garden Club Marshmal lowsandMilo	\$19.00		\$18,896.43
02/07/2019	TRANSFER FROM STEPHANIE MCCURD M CCURDY CADBURY		\$120.00	\$18,915.43
02/07/2019	TRANSFER FROM SCHOOL BANKING SC H CONTRISCH61535		\$120.00	\$18,795.43
01/07/2019	DEPOSIT		\$660.60	\$18,675.43
01/07/2019	DEPOSIT		\$410.00	\$18,014.83
01/07/2019	DEPOSIT		\$375.00	\$17,604.83
01/07/2019	DEPOSIT		\$101.05	\$17,229.83
01/07/2019	DEPOSIT		\$100.00	\$17,128.78
01/07/2019	DEPOSIT		\$100.00	\$17,028.78
01/07/2019	DEPOSIT		\$100.00	\$16,928.78
01/07/2019	TRANSFER FROM EVERETT BRENDAN EV ERETT CADBURY		\$60.00	\$16,828.78

28/06/2019	CREDIT INTEREST PAID		\$2.05	\$16,768.78
28/06/2019	TRANSFER FROM NATASHA BROWNE BELLA BROWNE YR 1		\$120.00	\$16,766.73
28/06/2019	TRANSFER FROM NATASHA PEARSON PEARSON CADBURY		\$120.00	\$16,646.73
28/06/2019	ANZ M-BANKING PAYMENT KOBY BROWN CADBURY MONIQUE SACHI ALLEN		\$60.00	\$16,526.73
28/06/2019	ANZ INTERNET BANKING FUNDS TRANSFER CADBURY FREDDO DAYLE SCARLETT		\$60.00	\$16,466.73
28/06/2019	TRANSFER FROM KATHERINE PICKER MCGONIGLE CADBURY		\$60.00	\$16,406.73
27/06/2019	PAYMENT FROM Shelley h fieldi Message: Fielding cadbury		\$70.00	\$16,346.73
27/06/2019	ANZ M-BANKING PAYMENT KENNEDY CADBURY MS JULIA O'SULLIVAN		\$60.00	\$16,276.73
27/06/2019	TRANSFER FROM GILDERS, SIMON G CADBURYGILDERS		\$60.00	\$16,216.73
26/06/2019	ANZ M-BANKING PAYMENT WYNNE CADBURY MISS LEANNE WYNNE		\$60.00	\$16,156.73
24/06/2019	ANZ M-BANKING PAYMENT JOHNSONCADBURY AMANDA GUTHRIE		\$60.00	\$16,096.73
24/06/2019	PAYMENT FROM PENELOPE ANNE LEE Message: Lee Family		\$41.00	\$16,036.73
24/06/2019	PAYMENT FROM Mrs Kelly Marie Dzienis Message: Dzienis - Cadbury		\$60.00	\$15,995.73
24/06/2019	PAYMENT FROM DOMINIC RICHARD MCGONIGLE Message: MCGonigle Cadbury		\$60.00	\$15,935.73
20/06/2019	PAYMENT FROM SIMON HIGGINSON Message: Higginson-Cadbury		\$60.00	\$15,875.73
19/06/2019	PAYMENT FROM KRISTEN MARIE SIMMONDS Message: Xavier Starcevich Freddos		\$60.00	\$15,815.73
17/06/2019	ANZ INTERNET BANKING PAYMENT 167198 TO WACSSO INC Message: 00019140	\$535.62		\$15,755.73
17/06/2019	DEPOSIT		\$722.40	\$16,291.35
17/06/2019	DEPOSIT		\$324.00	\$15,568.95
14/06/2019	ANZ M-BANKING PAYMENT WALKER CHO C MISS KERRY LISA WELL		\$60.00	\$15,244.95
11/06/2019	ANZ INTERNET BANKING PAYMENT 426241 TO Michelle Webb Message: KGardenPlantsSeeds	\$57.13		\$15,184.95
11/06/2019	ANZ INTERNET BANKING PAYMENT 426412 TO Scholastic Australia Pty Ltd Message: 24609601	\$34.00		\$15,242.08
10/06/2019	TRANSFER FROM MATTINGLEY,NICOL MATTINGLEY CADBURY		\$60.00	\$15,276.08
10/06/2019	DEPOSIT		\$34.00	\$15,216.08
04/06/2019	DEPOSIT		\$258.10	\$15,182.08
29/05/2019	ANZ INTERNET BANKING PAYMENT 271411 TO Michelle Webb Message: SundryItemsforEvents	\$54.00		\$14,923.98
28/05/2019	DEPOSIT		\$1,037.50	\$14,977.98
28/05/2019	DEPOSIT		\$362.10	\$13,940.48
27/05/2019	PAYMENT FROM Mrs Michelle R Webb Message: Aladdin Movie Night Funds Raised		\$500.00	\$13,578.38
24/05/2019	PAYMENT FROM KATRINA COWEY Message: Ellie Keegan Freddos		\$60.00	\$13,078.38

23/05/2019	TRANSFER FROM BAMBARA PRIMARY BA M002BT11 VOL CON		\$480.00	\$13,018.38
22/05/2019	ANZ INTERNET BANKING PAYMENT 4120 34 TO Michelle Webb Message: AladdinMovieNight	\$1,196.00		\$12,538.38
20/05/2019	DEPOSIT		\$646.00	\$13,734.38
20/05/2019	DEPOSIT		\$526.30	\$13,088.38
20/05/2019	DEPOSIT		\$435.00	\$12,562.08
17/05/2019	ANZ INTERNET BANKING PAYMENT 8498 30 TO Scholastic Australia Pty Ltd Message: 24609601	\$71.00		\$12,127.08
17/05/2019	ANZ INTERNET BANKING PAYMENT 8491 75 TO Michelle Webb Message: KGseedsforMothersDayStall	\$19.85		\$12,198.08
17/05/2019	ANZ INTERNET BANKING PAYMENT 8495 55 TO Michelle Webb Message: KGWeedKiller	\$14.00		\$12,217.93
17/05/2019	TRANSFER FROM ERIN CURA MOVIE NIG HT CURA		\$39.50	\$12,231.93
17/05/2019	TRANSFER FROM KELVIN MARCH WE WE BB O ALADDIN +1T		\$15.00	\$12,192.43
16/05/2019	TRANSFER FROM EVERETT BRENDAN EV RETTALADIN6TIX		\$111.00	\$12,177.43
16/05/2019	PAYMENT FROM AI YONG GEH Message: de rozario		\$65.00	\$12,066.43
16/05/2019	ANZ M-BANKING PAYMENT MOVIE NIGH T MS JULIA O'SULLIVAN		\$60.00	\$12,001.43
16/05/2019	TRANSFER FROM RUSSELL HARLOW MO VIE HARLOW		\$60.00	\$11,941.43
16/05/2019	PAYMENT FROM Ms Minh Hue Tran Message: Movie Night		\$40.50	\$11,881.43
16/05/2019	TRANSFER FROM ERIN CURA MOVIE NIG HT		\$39.50	\$11,840.93
15/05/2019	TRANSFER FROM HILLARYS OUT OF HO OSCI CADBURY		\$120.00	\$11,801.43
15/05/2019	ANZ M-BANKING PAYMENT ALLADIN TIC KETS MRS DAYLE SCARLETT		\$70.50	\$11,681.43
14/05/2019	PAYMENT FROM KEVIN DUGUID Message: Cadbury fundraiser Duguids		\$300.00	\$11,610.93
14/05/2019	PAYMENT FROM KEVIN DUGUID Message: Movie Night Duguids		\$90.00	\$11,310.93
14/05/2019	TRANSFER FROM ALISON HAYWARD HAY WARDMOVIENIGHT		\$84.50	\$11,220.93
14/05/2019	TRANSFER FROM KELVIN MARCH WE WE BB O ALADDIN TIX		\$60.00	\$11,136.43
14/05/2019	PAYMENT FROM NATHANAEL ERIC CORI N MARTIN Message: Aladin for Nicolas martin famil y		\$58.50	\$11,076.43
14/05/2019	ANZ M-BANKING PAYMENT BUTLER MOV IE NIGHT TIMOTHY SIMON BUTLER		\$39.00	\$11,017.93
13/05/2019	PAYMENT FROM MEGUMI SEKI Message: movie night		\$73.50	\$10,978.93
13/05/2019	PAYMENT FROM Mrs Kelly Marie Dzienis Message: Dzienis - Cadbury		\$60.00	\$10,905.43
10/05/2019	TRANSFER FROM LAVRAKAS,NICOLE LAV RAKAS - MOVIES		\$116.50	\$10,845.43
10/05/2019	PAYMENT FROM LINDSAY LK SLOPER- C ADBURY Message: Harley Sloper .		\$60.00	\$10,728.93

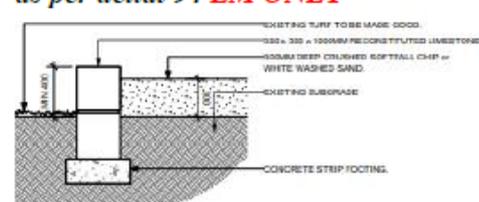
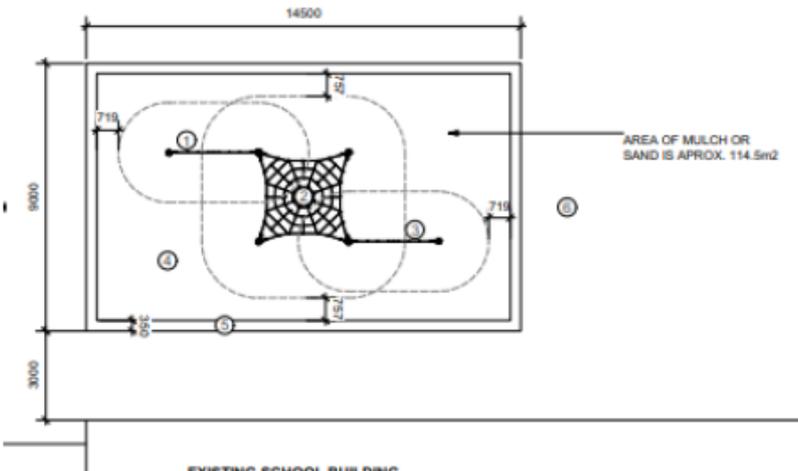
08/05/2019	PAYMENT FROM Mrs Kelly Marie Dzienis Message: Movie Night - Dzienis		\$88.50	\$10,668.93
08/05/2019	PAYMENT FROM Ms Emilia Ismail Message: Ismail		\$38.50	\$10,580.43
06/05/2019	DEPOSIT		\$283.30	\$10,541.93
06/05/2019	DEPOSIT		\$218.00	\$10,258.63
06/05/2019	DEPOSIT		\$150.25	\$10,040.63
06/05/2019	TRANSFER FROM DE GRAAF,DESIREE M OVIE VAN WEEGHEL		\$60.00	\$9,890.38
06/05/2019	PAYMENT FROM HELEN HOPKINS Message: PandCmembership		\$1.00	\$9,830.38
02/05/2019	ANZ M-BANKING PAYMENT MRS ULIANA EROSHENKO		\$60.00	\$9,829.38
02/05/2019	TRANSFER FROM VANVLIET TEAGAN FLA VELL CADBURY		\$60.00	\$9,769.38
01/05/2019	ANZ INTERNET BANKING PAYMENT 3936 29 TO Mondelez Australia Pty Ltd Message: 7070106	\$2,999.98		\$9,709.38
01/05/2019	ANZ INTERNET BANKING PAYMENT 3933 08 TO Michelle Webb Message: Ingredients for Cooking Class Anzac Biscuits (Reimbursement)	\$43.68		\$12,709.36
01/05/2019	TRANSFER FROM BARTLETT,SHERRIL A B ARTLETT CADBURY		\$120.00	\$12,753.04
01/05/2019	PAYMENT FROM Mrs Kandese Lynette Bu tler Message: Book Club Inv 01.04.19		\$71.00	\$12,633.04
30/04/2019	PAYMENT FROM NARELLE ANDREA DURB IN Message: Durbin Cadbury		\$60.00	\$12,562.04

Appendix D

Michael Pearson  
 0409134119  
[michael@empee.net.au](mailto:michael@empee.net.au)  
 36 Macquarie Ave Padbury 6025  
 ABN 12697076267

<b>QUOTE TO:</b>
Bambara Ps C/C Simone Marsh

<b>QUOTE ONLY</b>
DATE: 17/7/2019

SITE ADDRESS :	PRICE
<p>Only Items listed on this quote have been allowed for</p> <ul style="list-style-type: none"> <li>• Install Kable leasure products</li> <li>• Machine Hire to dig / drill footing holes .8x.8x.8m</li> <li>• 6 / 200mm Jarrha Posts @ 3.5m+ delivery (please confirm high)</li> <li>• Treat posts Sand / Oil / Inground timber protectant</li> <li>• Concrete Footings 3 cube delivered</li> <li>• 40 cube white wash sand delivered 9x15x.3=40.5</li> <li>• 40 cube soft fall mulch delivered 9x15x.3 =40.5</li> <li>• Install white wash or mulch sand includes bob cat hire and installtion</li> <li>• Supply and install 2 rows of 1mx300x300mm lime stone blocks</li> <li>• as per detial 94 <b>LM ONLY</b></li> </ul>  <ul style="list-style-type: none"> <li>• Dig Footings 500mm deep trench</li> <li>• Lay 400x200 mass footings includes concrete</li> </ul> 	<p>\$2000 labour                  \$400Machine                  \$830 posts                  \$650 Treat                  \$800 Conc                  \$2000 WWS                  \$2600 Mulch                  \$1400 install                  \$4000blocks</p> <p><b>\$800dig</b>  <b>\$1800footings</b></p>

**TERMS AND CONDITIONS**

Quotation is based on 75% deposit 5 working days prior to commencement of works and final payment within 14 days of installation completion.

Quotation is based on level site, clear access for trucks & free from underground services.

Please note that the customer is responsible for site security and storage of goods during installation of equipment and during curing of any footings.

Intended installation site must be no further than 25m from car park or access road.

The customer is responsible for the supply of information on any underground services that may be present.

Quotes assume normal digging conditions. No allowance has been made should adverse conditions such as excessive rock, land fill spoil or pre-existing drainage or water catchment issues. Should such adverse conditions result in extra cost being associated with the works these costs will be treated as a variation to the quotation.

Such variations will always be based on only recovering costs and authorisation will be obtained prior to undertaking any variation.

Empee cannot take responsibility for underground service, pipes or property unless their location is made available prior to commencement of excavation.

Dial before you dig is advised and or any plans showing underground services should be obtained.

This underground service declaration must be signed below before any earth works can take place.

**SIGN HERE** \_\_\_\_\_



Empee will not be held responsible for any damage to the equipment and or footings whilst concrete is curing during as part of the installation procedure. We highly recommend the customer provides temporary fencing or security to protect the area from children playing on equipment or intended vandalism before the concrete has fully cured.

Empee can arrange temporary fencing/ security at an extra cost upon request if needed.

*Please note that jarrah is a natural product and it is in its nature to move split and crack with the changing of seasons, water absorption and heat stress.*

*All care will be taken to treat logs and they will be sealed with oil prior to installation.*

*They will also be coated with inground timber protection where logs / timber meet or are in the ground.*

*Empee Group cannot guarantee the logs/timber will remain the same as when installed on the day due to the nature of the product that come directly from the wood mill.*

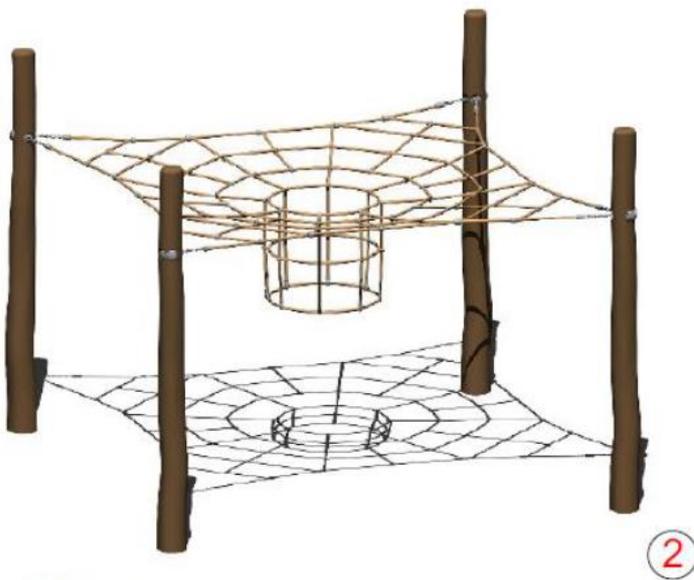
*All cracks or splits can be filled later if needed at an extra cost.*

**PLEASE SIGN AND DATE HERE** \_\_\_\_\_

**TOTAL \$PRICE+GST**



**Overhead Loop Climber**  
Rope Supplier: Kaebel Leisure



**Funnel Net**  
Rope Supplier: Kaebel Leisure



**Custom rope design**  
Rope Supplier: Kaebel Leisure

**From:** Simone Marsh <[simone@stitchstudio.com.au](mailto:simone@stitchstudio.com.au)>  
**Sent:** Wednesday, 17 July 2019 12:19 PM  
**To:** KNOX Linda [Bambara Primary School] <[Linda.Knox@education.wa.edu.au](mailto:Linda.Knox@education.wa.edu.au)>  
**Cc:** Alison Hayward <[alisonvhayward@gmail.com](mailto:alisonvhayward@gmail.com)>  
**Subject:** 18\_006\_Revised quote from Michael (Empee Group)

Hi Linda,

Please find attached the revised quote I've just received from Michael.

You will see that the main cost saving is due to not needing to remove \$3250 worth of earth from the site. Please keep in mind that like his original quote his figures do not include the price of the nets, only a net install cost. As per previous correspondence the nets have been quoted as costing:

**Concept Option 1 (prices include net, Arbor Ankors & Hardware only)**

Overhead Loop Climber- \$777.79

Funnel Net- \$2,594.38

Custom Net as Per Picture: aprox. \$2,908.35

Freight has been quoted by the supplier as approximately \$350

This brings to total budget to \$21,310.52 (white washed sand impact attenuating surface option, not mulched IAS option). This provides a saving of \$3550 compare to the original concept located near the oval.

Unfortunately the only way to reduce cost from this point is to remove an item of equipment (for example the overhead loop climber) which would allow us to shrink the fall zone area further and reduce the amount of walling and sand required.

Kind Regards,

Simone Marsh RLA  
Principal  
p. [0431 867 167](tel:0431867167)

## Appendix E



ABN: 77 050 161 316 Swanshore Pty Ltd  
8 Jasmin Close, Yarra Glen VIC 3775  
Postal: PO Box 442, Yarra Glen VIC 3775  
Phone: 03 9738 1767

**QUOTE**  
**#12557**  
18/7/2019

Bill To:  
Bambara Primary School  
30 Gosse Road  
PADBURY WA 6025  
Australia

Delivery Address:  
Bambara Primary School  
30 Gosse Road  
PADBURY WA 6025

Expires	Contact	Contact Phone	Contact Email
25/10/2019	Michael Pearson	0409 134 119	<a href="mailto:michael@empee.net.au">michael@empee.net.au</a>

Description
Supply and delivery only of outdoor playground equipment as per drawings 3225.  We anticipate having your equipment available for despatch from our warehouse in Yarra Glen in approx 8 weeks from receipt of your deposit and signed paperwork.  Payment Terms ***** 50% Deposit of \$5530.00 required now to action order ***** ***** 30% Progress payment of \$3318.00 required to despatch order ***** ***** 20% Balance of \$2211.39 due on completion ***** A 3% discount of \$331.78 (inc GST) will be applied if above payment terms are met.

	Total Ex GST:	\$10,053.99
*** OUR PRICES ARE VALID FOR 90 DAYS FROM DATE OF QUOTE	GST (10%)	\$1,005.40
	Total Inc GST	\$11,059.39
A 3% Terms Discount will apply if our 7 day payment terms are met. The Terms Discount, if applicable, will be deducted from your final payment.	Terms Discount	\$331.78
<b>THANK YOU FOR YOUR BUSINESS!</b> Local Contractors are used to construct all our equipment.	Amount Payable After Discount (Inc GST)	\$10,727.61

Michael Pearson  
 0409134119  
[michael@empee.net.au](mailto:michael@empee.net.au)  
 36 Macquarie Ave Padbury 6025  
 ABN 12697076267

<b>QUOTE TO:</b>
Bambara Primary School

<b>QUOTE ONLY</b>
DATE: 28/7/2019

SITE ADDRESS:	PRICE
<p style="text-align: center;"><b>Price to supply and install the following only</b></p> <ul style="list-style-type: none"> <li>• Limestone block work 10 x 11m (300mmx300mmx1m blocks) 42LM total</li> <li>• Earthworks</li> <li>• Install playground</li> <li>• Supply ONLY 33cube Softfall woodchip that complies with AS4422</li> </ul>  <p style="text-align: center;">Soft-fall Pine Woodchip</p>	

Michael Pearson  
0409134119  
[michael@empee.net.au](mailto:michael@empee.net.au)  
36 Macquarie Ave Padbury 6025  
ABN 12697076267



Michael Pearson  
 0409134119  
[michael@empee.net.au](mailto:michael@empee.net.au)  
 36 Macquarie Ave Padbury 6025  
 ABN 12697076267

**TERMS AND CONDITIONS**

Quotation is based on 70% deposit 5 working days prior to commencement of works and final payment within 7 days of installation completion.

Quotation is based on level site, clear access for trucks & free from underground services.

Please note that the customer is responsible for site security and storage of goods during installation of equipment and during curing of any footings.

Intended installation site must be no further than 50m from car park or access road.

The customer is responsible for the supply of information on any underground services that may be present.

Quotes assume normal digging conditions. No allowance has been made should adverse conditions such as excessive rock, land fill spoil or pre-existing drainage or water catchment issues. Should such adverse conditions result in extra cost being associated with the works these costs will be treated as a variation to the quotation.

Such variations will always be based on only recovering costs and authorisation will be obtained prior to undertaking any variation.

Empee cannot take responsibility for underground service, pipes or property unless their location is made available prior to commencement of excavation.

Dial before you dig is advised and or any plans showing underground services should be obtained.

This underground service declaration must be signed below before any earth works can take place.



Empee will not be held responsible for any damage to the equipment and or footings whilst concrete is curing during as part of the installation procedure. We highly recommend the customer provides temporary fencing or security to protect the area from children playing on equipment or intended vandalism before the concrete has fully cured.

Empee can arrange temporary fencing/ security at an extra cost upon request if needed.

PLEASE SIGN AND DATE HERE \_\_\_\_\_

**TOTAL \$8,800  
 INC GST**

Thank you for considering Empee Group