BASSENDNEY PRIMARY SCHOOL P&C ASSOCIATION INC.

AGENDA
Thursday, 17 December 2015

Start Time: 6.00pm

1. Attendance


3. Visitors

4. Call for amendments to Draft and Confidential Minutes November 2015
   - Amendment of the Honey Drive item to include the approval of $300 to purchase honey.
   - Amendment of Children’s Crossing item.
   - Amend items under Principal’s Report regarding the AiR Grant, and visit by Senior Project Officer.
   - Amendment of Travel Smart item.

5. Acceptance of Draft and Confidential Minutes November 2015 - with amendments

6. Business Arising
   6.1 Children’s Crossing (JV)
   6.2 Canteen Co-ordinator (RH/KV)
   6.3 Banking Co-ordinator (KV)
   6.4 First Meeting – 2016 (JW)

7. Correspondence
   7.1 IN
      - Joint Xmas Party Letter (Dave Kelly MLA)
      - Fundraising Brochure (JTC Import Export)
      - Book Prize Invoice (Bassendean PS)
   7.2 OUT
      - None

8. Reports
   8.1 President
   8.2 Principal
   8.3 Treasurer
   8.4 Grants Co-ordinator
   8.5 Canteen Co-ordinator
   8.6 Uniform Shop Co-ordinator
   8.7 School Banking Co-ordinator
   8.8 School Council Representative
   8.9 Book Club Co-ordinator
   8.10 Gardening Club
9. General Business
   9.1 None

10. Other Business
11. Next Meeting – TBA

Meeting Closed
8.1 President’s Report

Hi Everyone,

Wow what a year it has been!

We’ve accomplished a huge amount and just to recap on these achievements for 2015:-

Fundraising Activities

- Easter raffle
- Mothers/ Father's Day stalls
- Entertainment books
- Guilty Pleasures quiz
- Athletics carnival cake stall
- School Art exhibition sausage sizzle
- Spooky disco
- Lapathon
- Edudance BBQ

Funding Received (thanks to Jane D.)

- Gardening grant
- Literacy grant

School Services

- Canteen
- Uniform shop
- School banking
- Scholastic book club
- Gardening/ nature playground working bee
- Edudance Stage hire
- Year 6 graduation gifts and morning tea
- Contribution to enclosing undercover area

Thank you to every person who donated their valuable time and energy to make these things possible. You are very much appreciated by the P&C and entire school!

Thanks also go to the wider parent community who supported these events by buying food/ raffle tickets/ sponsoring their kids.

We do this because we all have the common goal of ensuring our children enjoy their experience at primary school and feel they belong to a vibrant and caring community.

Next year we have a few things that need to be organised early in term 1:

- Hire a canteen manager
- Book a date for Natalie Martin to deliver her talk on early childhood development
- Someone volunteer to coordinate Easter raffle
- Nominate someone to take over the School Banking coordinator role
- Hawaiian Circus festival stall (possibly in partnership with Ashfield Primary)
I hope everyone has an enjoyable Christmas, and a RELAXING break during the school holidays :)

Kim
8.2 Principal's Report

- No report received.

8.3 Treasurer's Report

Financial Position

To the best of my knowledge, as at 11\textsuperscript{th} December 2015, a summary of the current financial position is as follows:

<table>
<thead>
<tr>
<th>Distribution of funds:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pledges not yet paid:</td>
<td></td>
</tr>
<tr>
<td>Edudance Stage Hire</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Creditors not yet paid:</td>
<td></td>
</tr>
<tr>
<td>Westoz (tbc)</td>
<td>500.00</td>
</tr>
<tr>
<td>Permapleat (tbc)</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Operating Surplus:</td>
<td></td>
</tr>
<tr>
<td>Uniform Shop</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Canteen</td>
<td>2,000.00</td>
</tr>
<tr>
<td>General</td>
<td>2,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funds available to pledge</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance of Reserve Funds:</td>
<td></td>
</tr>
<tr>
<td>Academic</td>
<td>0.00</td>
</tr>
<tr>
<td>Arts Festival (1\textsuperscript{st} Quarter 2016)</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Infrastructure</td>
<td>0.00</td>
</tr>
</tbody>
</table>

| Cash Book balance as at 11\textsuperscript{th} December 2015 | 18,037.86 |
| Canteen                                                             | 2,000.00  |
| General                                                             | 2,000.00  |
| Operating Surplus:                                                  | 6,000.00  |
| Funds available to pledge:                                          | $6,537.86 |

<table>
<thead>
<tr>
<th>Balance of Reserve Funds:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td>0.00</td>
</tr>
<tr>
<td>Arts Festival (1\textsuperscript{st} Quarter 2016)</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Infrastructure</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Balance of Reserve Funds:</th>
<th>$6,537.86</th>
</tr>
</thead>
</table>
8.4 Grants Report

- No report received.

8.5 Canteen Report

- No report received.

8.6 Uniform Shop Report

December 13 2015

Sales have been strong as expected over the past month. We have received all ordered stock but are still short on high selling items such as polos and yellow faction t-shirts, therefore will need to reorder prior to our first opening in late January.

Leaver’s shirt orders have been finalised. Delivery expected in first week of term with screen printing to commence after class lists finalised.

Unfortunately there was a cash theft in the uniform shop a couple of weeks ago. A police report has been filed and we have since changed our way of handling the money. Uniform shop volunteers must now wear a bum bag containing the money instead of our previous money box system. This ensures the money is not out of sight at any time.

Stocktake will occur over the school holidays for the beginning of 2016.

Ngaire Kasdorf
Uniform Shop Co-ordinator
8.7 School Banking Report

Hi All,

I just thought I should let you know that our quarterly income from commission from running school banking is as follows:

- Quarter 1 - 272.14
- Quarter 2 - 286.19
- Quarter 3 - 257.01
- Quarter 4 - TBA

These amounts are a combination of $5 per activated new account and a % amount of weekly deposits received. It looks like we are on track to raise over $1000 for the year which is awesome.

Our family will be leaving the school at the end of this year so I won't be able to continue to run the school banking in 2016 - so it would be great if people were aware of financial benefits for us to continue to offer this service.

Currently this commitment requires approximately 1 hour per week during the school term - collect deposits and drop off at the bank and process the deposit slips for each child and order reward items. There is no necessity to continue to run the banking as it is done now (Tuesday mornings in the canteen from 8.20-8.45) - and it could be run via a bag drop off system and someone processes the deposits and returns bank books via internal mail through the school. The commonwealth bank provides all the necessary training, stationery and bags to enable this to happen - so if someone is keen to take it on they can choose how to manage it. I will be handing back the keys and other stuff next week - I am also more than happy to train someone up if they are willing to take on the roll.

Cheers

Tamsin

8.8 School Council Representative's Report

- No report received.
8.9 Book Club Report

Hi and Merry Christmas to you all.

Currently we are waiting for delivery of our orders from Issue 8. I am hoping that by the time you all read this, they’ll have been delivered, sorted and handed out!

Over the past twelve months, Book Club purchases have raised a mighty $1486 in rewards money which has been spent on new books for the school Library. This doesn’t include the Book Fair rewards either!! Keep up the good work!

Thank you to everyone who helped me out throughout the year. You all know who you are! Have a great holiday and I’ll see you all next year.

Cheers

Janet Criddle

8.10 Gardening Club Report

- No report received.