

Swanbourne Primary Parents and Citizen Group

AGM 2022 - Minutes of Meeting

Wednesday 23rd February 2022, 7.00pm

Online

Attendees		Apologies
Lauren Pavlich – President	Peta Bennett	Emma Coyle
Melissa Dove - Vice President	Dane Birdsye	Ashleigh Einhorn
Gavin Hartley - Treasurer	Megan Bye??	Matt Einhorn
Belle Lyons - Secretary	Lorna Carter	Amanda Flood
David Knox – Principal	Penny Chohessy	Bec King
Bec Robson – Vice Principal	Ange Dailly	Jane Gibson
	Joy Davies	Jane Sutherland
	Sophy Foreman	Paul Walshe
	Joy Gilmour	
	Maddie Grove	
	Grace Jones	
	Ralph Junckerstorff	
	Daniel Lee	
	Kerry Mahoney	
	Anna Nugawela	
	Holly Nicholls	
	Lee Nugawela	
	Steve O’Hara	
	Brooke Pengilly	
	Melissa Styles	
	Jane Sutherland	
	Lisa Sutherland	
	Kylie Tydde	
	Olga White	

Item	Description of discussion	Action by
1	<p>Welcome, Apologies and Membership</p> <ul style="list-style-type: none"> ▪ Meeting commenced 7:03pm ▪ Quorum formed. 	Lauren Pavlich
2	<p>Minutes of Previous Meeting</p> <ul style="list-style-type: none"> ▪ <i>Moved by Lauren Pavlich that Minutes of the meeting held 01.12.2021 be taken as read and confirmed; seconded by Sophy Foreman; members supported.</i> 	Lauren Pavlich
3	<p>Business arising from Minutes</p> <p>Actions items from previous Minutes:</p> <ol style="list-style-type: none"> 1. Daniel Lee to email to Lauren Pavlich once the canteen survey has been drafted. <ul style="list-style-type: none"> ▪ Not completed. ▪ Action: Daniel Lee to email Lauren Pavlich once the canteen survey has been drafted. 2. Grace Jones to further investigate grants for water tanks to be installed and be incorporated into plans for school grounds. <ul style="list-style-type: none"> ▪ Completed. ▪ Now suggested part of Master Plan. 3. Bec Robson to speak to staff about walk to school program and develop a map, meeting points and a possible start date for Term 1. <ul style="list-style-type: none"> ▪ Not completed. ▪ Postpone to Term 3. ▪ Action: Kerry Mahoney to add “Bec Robson to speak to staff about walk to school program and develop a map, meeting points and a possible start date for Term 3” to the agenda for meeting 4. 4. Lauren Pavlich to send out communications that there won’t be food trucks available at Splash Down 2021. <ul style="list-style-type: none"> ▪ Completed 5. Lauren Pavlich to speak to Kerrin Robb about being involved with the DJ at Swannie on the Green 2022. <ul style="list-style-type: none"> ▪ Completed 6. Lauren Pavlich and Sophy Foreman to investigate Keep Cup option for Swannie on the Green. <ul style="list-style-type: none"> ▪ Completed. ▪ Discussed in Fundraising committee report in item 8. 7. Sophy Forman to explore volunteer options to collect containers from ARIA Apartments and take to the Cash for Containers depo. <ul style="list-style-type: none"> ▪ Completed 8. Lauren Pavlich to investigate cost of a new water fountain. 	Lauren Pavlich

- Not completed.
 - **Action:** Lauren Pavlich to investigate cost of a new water fountain.
9. Lauren Pavlich to update details on P&C online banking.
- Completed.
10. Lauren Pavlich to send out communications reminding people that we are still looking for donations for raffle prize items and alcohol for the wine wall.
- Not completed.
 - **Action:** Lauren Pavlich to send out communications reminding people that we are still looking for donations for raffle prize items and alcohol for the wine wall.
11. Emma Coyle to investigate a Smiths Beach Prize for the raffle.
- Not completed.
 - **Action:** Emma Coyle to investigate Smiths Beach Prize for the Swannie on the Green 2022 raffle.
12. Lauren Pavlich to source quotes for lighting at Swannie on the Green 2022.
- Not completed.
 - **Action:** Lauren Pavlich to source quotes for lighting at Swannie on the Green 2022.
13. Lauren Pavlich to create a Try Booking Link via Connect/WhatsApp for the Fruit Mince Pie Drive.
- Not required.
14. Lauren Pavlich to send out school and WhatsApp communications reminding people to buy tickets for Splashdown 2022.
- Completed
15. Lauren Pavlich to send out communications regarding the Cybersafety Info Night.
- Completed.
16. Sophy Foreman to circulate on local Facebook page advertising the Swannie Cybersafety Info Night to people outside the school community.
- Completed.
17. Bec Robson to speak to Clay Murray to develop ideas for a School Fun Run Company.
- Completed.
18. Paul Walshe to send details of quote from KC Sport for Bidgy Print Swanny Long Sleeve T-shirts.
- Not completed.
 - **Action:** Lauren Pavlich to follow up quote from KC Sport for Bidgy Print Swanny Long Sleeve T-shirts.

	<p>19. Belle Lyons to add Adult/Drinks Night at the WA Army Museum in Term 3 to the agenda for Meeting 3, 2022.</p> <ul style="list-style-type: none"> ▪ Not completed. ▪ Action: Kerry Mahoney to add Adult/Drinks night at the WA Army Museum in Term 3 to the agenda for Meeting 3, 2022. <p>20. Peta Bennett to investigate potential blow-up projector for the Movie night/dads sleepout.</p> <ul style="list-style-type: none"> ▪ Not completed. ▪ Action: Peta Bennett to investigate potential blow-up projector for the Movie night/dads sleepout. <p>21. Paul Walshe to send Lauren Pavlich information about the digital Entertainment Book.</p> <ul style="list-style-type: none"> ▪ Completed. 	
4	<p>Correspondence</p> <ul style="list-style-type: none"> ▪ Requests for email communications. ▪ Merchant Statements EFTPOS machine <ul style="list-style-type: none"> ○ Action: Gavin Hartley to cancel EFTPOS machine account. ▪ School Fundraising information from School Fund Raising Specialists <ul style="list-style-type: none"> ○ Action: Kerry Mahoney to give Bec Robson correspondence received from the School Fundraising Specialists. ▪ WACSSO Newsletters 	Belle Lyons/ Kerry Mahoney
5	<p>President's Report</p> <ul style="list-style-type: none"> ▪ Grounds Master Plan <ul style="list-style-type: none"> ○ Draft is almost complete. ○ Draft will be sent out to the school community for feedback. ▪ Voluntary Contributions Push on this, communicate the importance and value – 2/3's back into the school and 1/3 in to the Grounds Master Plan. 	Lauren Pavlich
6	<p>Principal's Report</p> <ul style="list-style-type: none"> ▪ School Review <ul style="list-style-type: none"> ○ On Thursday 10 February we underwent our 3 yearly school review. The school review report is available on www.schoolsonline.wa.edu.au or I can send you a copy upon request to David.Knox@education.wa.edu.au. ○ I'll spend time with the staff and the board going through the reports comments and recommendations. ▪ Communications <ul style="list-style-type: none"> ○ Connect continues to be our primary source of communication. ▪ Complaints <ul style="list-style-type: none"> ○ Every organisation will at some point in time get things wrong or be perceived to have gotten something wrong. This is when complaints need to be lodged. We are no exemption to this, although we are fortunate to receive very few complaints, if any, throughout the year. 	David Knox

	<ul style="list-style-type: none"> ○ Please, if you do have a concern, go directly to the staff member concerned and if the issue is not resolved at this level, come to me. If I am unable to resolve the issue, it would then be progressed to North Metropolitan Regional Education Office (NMREO). Taking a complaint straight to NMREO will result in them referring the complainant and complaint back to the school to be resolved at the local level. ○ If the complaint is about me, then it would go directly to the NMREO. <ul style="list-style-type: none"> ▪ Swimming <ul style="list-style-type: none"> ○ At this point in time the department has instructed us to go ahead with the swimming carnival as the event is outside and when travelling to the pool, we'll ensure that year groups are not mixed in the buses. ○ The trials are on at Scotch College on Friday 4 March with the main event being held at Claremont Pool on Wednesday 23 March. ○ At the main event we're capped at 200 people so at this stage we'll just have years 3 to 6 and no spectators, with the only parents attending being parent helpers. ▪ School Photos <ul style="list-style-type: none"> ○ These can also proceed at this stage with some operational amendments which we'll make at this end and will take place on Friday 11 March. ▪ COVID Operating Procedures <ul style="list-style-type: none"> ○ Thank you to everyone for adhering to these and keeping out of classrooms. As these procedures change, I'll continue keeping you all informed via Connect. 	
7	<p>Treasurer's Report</p> <ul style="list-style-type: none"> ▪ Financial reports <ul style="list-style-type: none"> ○ See attached reports. ○ <i>Moved by Lauren Pavlich that financial reports dated 31-12-21 be taken as read and confirmed; seconded by Steve O'Hara; members supported.</i> ▪ Committed Funds <ul style="list-style-type: none"> ○ Kindy Book Bags <ul style="list-style-type: none"> ▪ <i>Moved by Lauren Pavlich that \$350 for Kindy Book Bags be reinstated to committed funds; seconded by Lorna Carter; members supported.</i> ○ Swimming Pool Hire <ul style="list-style-type: none"> ▪ <i>Moved by Lauren Pavlich that \$700 for swimming pool hire be added to committed funds; seconded by Steve O'Hara; members supported.</i> ○ Environmental Committee – postage of uniforms <ul style="list-style-type: none"> ▪ <i>Moved by Lauren Pavlich that \$200 for postage of second-hand uniforms is added to committed funds; seconded by Sophy Foreman; members supported.</i> 	Gavin Hartley

	<ul style="list-style-type: none"> ▪ Account Audits <ul style="list-style-type: none"> ○ Moved by Lauren Pavlich that external independent audits of P&C bank accounts are not necessary, and that the financial reports provided at every meeting are sufficient; seconded by Melissa Dove; members supported. ▪ Consolidating Accounts <ul style="list-style-type: none"> ○ Action: Gavin Hartley to complete consolidation of General and Uniform Accounts. 	
8	<p>Sub-Committee Reports</p> <p>Social and Fundraising Committee</p> <ul style="list-style-type: none"> ▪ Night on the Green <ul style="list-style-type: none"> ○ Due to COVID this event will be postponed to later in 2022 or early 2023. ○ Action: Kerry Mahoney to add “Consider date for Swannie on the Green” to the agenda for meeting 4. ▪ Hot Cross Bun Drive <ul style="list-style-type: none"> ○ Consider holding a hot cross bun drive during the last week of term 1. ○ Action: Lauren Pavlich to investigate hot cross bun drive in terms of pricing and sourcing buns. ▪ Frank Green Keep Cups <ul style="list-style-type: none"> ○ Discussed going ahead with Frank Green keep cups despite not doing Swannie on the Green in term 1. ○ The coffee cup and 595mL water bottle with small, understated logo will be considered initially. <ul style="list-style-type: none"> ▪ Coffee cup - RRP \$44.95 ▪ 595ml water bottle - RRP \$49.95 ○ Due to the high purchase prices an expression of interest survey will be sent out via Mailchimp prior to placing an order. <ul style="list-style-type: none"> ▪ Action: Kerry Mahoney to investigate developing Mailchimp Survey re. prices of keep cups. ○ Discussed linking keep cup initiative with Containers for Change to subsidise the cost of the cups ○ Discussed using keep cups as rewards for kids. ○ Discussed possibility of using the Bidgy artwork on the Frank Green Keep Cups. ○ Consider having a coffee van onsite for the launch of the keep cups sales. <ul style="list-style-type: none"> ▪ Action: Lauren Pavlich to discuss providing a coffee van for the keep cup launch with Alan Green (kindy and year 2 parent). ▪ Action: Sophy Foreman to speak to Cup and Co regarding providing a discount to customers who have Swannie coffee cup. ▪ Entertainment Books <ul style="list-style-type: none"> ○ This will be an ongoing fundraiser. <ul style="list-style-type: none"> ▪ Action: Lauren Pavlich to send out information to class reps re. the digital option for purchasing the Entertainment Book. ▪ Colour Run <ul style="list-style-type: none"> ○ Consider holding in term 2 (May 6th 2022). ○ Action: Kerry Mahoney to add Colour Run as an agenda item for the next meeting 2 2022. 	Lauren Pavlich

- **Night at the Museum Adult Night**
 - Postpone for now and revisit Term 3.
 - **Action:** Kerry Mahoney to add night at the Museum to the agenda for meeting 4.
- **Movie Night/Dads Sleep Out**
 - Consider holding a dad's sleepout in term 4 (Friday 4th November) .
 - Would involve movie screen, camping on the oval, bacon and eggs morning etc.
 - **Action:** Kerry Mahoney to add Dad's Sleepout as an agenda item for meeting 5.
- **Bidgy Print Swanny Long Sleeve T-Shirt**
 - As discussed in item 3, action item from previous meeting #18.
- **Swannie Umbrellas**
 - **Action:** Lauren Pavlich to explore the cost of purchasing Swannie branded umbrellas.
- **'Big' Raffle**
 - Consider holding a big raffle early in 2022 in place of the raffle that would have happened at Swannie on the Green.
 - **Action:** All members to put out feelers to source potential raffle prizes for the 'Big' Raffle.
 - **Action:** Gavin Hartley to investigate applying for a raffle licence.
 - **Action:** Lauren Pavlich to speak to Kate Gayle re. process followed for obtaining raffle licences in previous years.
- **Swannie Car Bumper Stickers**
 - **Action:** Sophy Foreman to follow up with Zoe Moss re. Swannie car bumper stickers.
- **Wish List Registry**
 - Consider creating an online registry to purchase pre-selected items for the school or to make a cash donation to an area of the school (e.g., library/science/sport).
 - **Action:** David Knox to request and collate Wishlist items from staff and prioritise.
 - **Action:** Lauren Pavlich to provide staff with Request for Funding forms for Wishlist items.
- **Grandparents Morning Tea**
 - Consider holding this event in term 3 or 4.
 - Action:** Kerry Mahoney to add Grandparents Morning Tea to the agenda for meeting 5.
- **Online Gin/Beer/Wine Tasting Nights**
 - Due to ongoing Covid restrictions, consider holding virtual tasting events whereby people can login via WebEx or Zoom to hear a presenter speak on samples provided.
 - Would hope to obtain the samples for free, charge a fee for tickets, and obtain a discount from the supplier for purchases made after the tasting.
 - Consider holding an event for each year group to allow for less people on the screen at one time.
 - **Action:** Lauren Pavlich to contact Spirit of Little Things re. tasting event.

	<ul style="list-style-type: none"> ▪ Action: Holly xxx to contact Golden Brewery re. tasting event. ▪ Action: Kerry Mahoney to contact Wine Thief /re. tasting event. ▪ Action: Anna Nugawela to contact Republic of Fremantle re. tasting event. <p>Environmental Committee</p> <ul style="list-style-type: none"> ▪ Containers for Change Program 2022 <ul style="list-style-type: none"> ○ Big thanks to Sophy Forman for all her efforts in the success of the Containers for Change program in 2021. ○ The program will continue as per 2021. ○ Families will be encouraged to deposit containers to the bottle bank; will continue to promote sending through photos and information to enter to win the “Golden Container Class Award”; students will continue to receive faction points. ▪ Men’s Shed Recycling Prototype <ul style="list-style-type: none"> ○ Bec Robson has received a drat design, but is still awaiting estimated cost. <ul style="list-style-type: none"> ▪ Action: Bec Robson to follow up with Men’s Shed re. quote for Recycling Prototype. ▪ Second Hand Uniforms <ul style="list-style-type: none"> ○ The sale held in week 3 of term 1 went well. ○ Karina Bolton suggested another second-hand uniform sale towards the winter months, especially targeting Year 6 who may not want to buy new uniforms. ○ Action: Kerry Mahoney to add second-hand uniform sale to the agenda for meeting 3. ▪ Get Climate Clever <ul style="list-style-type: none"> ○ The school is on board with this program and is considering ways to reduce our footprint. ▪ ELE Resources <ul style="list-style-type: none"> ○ Consider for the school community keep their eyes out for second hand items e.g., lego, dolls, books for the library etc. 	Sophy Forman
9	<p>Funding requests</p> <ul style="list-style-type: none"> ▪ None 	Lauren Pavlich
10	<p>Other Business</p> <ul style="list-style-type: none"> ▪ Elections <ul style="list-style-type: none"> ○ Office bearers <ul style="list-style-type: none"> ▪ See attached. ○ Executive members <ul style="list-style-type: none"> ▪ See attached. ○ Committee representatives <ul style="list-style-type: none"> ▪ See attached. ○ Nominate bank account signatories. <ul style="list-style-type: none"> ▪ Bank account signatories for 2022 are Lauren Pavlich, Gavin Hartley, and Kerry Mahoney. 	Lauren Pavlich
10	<p>Closure</p> <ul style="list-style-type: none"> ▪ Meeting closed at 8.57pm. ▪ Next meeting Wednesday 23rd March 2022. 	Lauren Pavlich

SPS P&C - GENERAL A/C's - 2253561 & 3688860											
31ST DECEMBER, 2021											
PERIOD	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	27th July - 7th Sept	8th Sept - 18th Oct	19th Oct - 22nd Nov	23rd Nov - 31st Dec 21	TOTAL
OPENING BALANCE	39,578.58	38,483.09	35,197.18	42,679.00	47,955.00	54,200.85	52,039.31	63,862.53	53,348.71	49,360.01	39,578.58
Receipts											
Membership fees		14.00									14.00
P&C levies			25,681.55	8,383.00	7,313.45	1,954.05	2,059.00	936.00	489.90		46,816.95
2/3 voluntary contribution to SPS	-1,098.60		-17,121.03	-5,588.67				-7,551.00	-624.00		-31,983.30
Cash for cans	2.70	16.20	46.30	202.20	484.70	158.60	306.70	440.70	168.10	306.66	2,132.86
Splash Alley						302.50					302.50
Transfers		2,800.00									2,800.00
Interest received	0.41	0.09		0.11	0.20	0.10	0.21	0.10	0.10	0.21	1.53
TryBooking HCBuns (Net)				1,747.90	-1,250.00						497.90
Dpst Square - Sundry???				128.50						177.76	306.26
Election bake sale/Bushfire Appeal				986.06		20.00	-350.00		-1,000.00		-343.94
Art festival/Sale of tea towels				100.00							100.00
Cybersafety/Kayelene Kerr (Net)						403.00					403.00
Scitech function (Net)						-200.00	9,148.77				8,948.77
P & C cake sale							962.30				962.30
Athletics day lunch (Net)							1,495.00	-729.50			765.50
Tchrs 'Think U' Inch (Cntrn \$1,728 - Cost \$1,129)										598.50	598.50
Total receipts	-1,095.49	2,830.29	8,606.82	5,959.10	6,548.35	2,638.25	13,621.98	-6,903.70	-965.90	1,083.13	32,322.83
Expenditure											
Social-Welcome night music		-300.00									-300.00
Fundraising - Vendor payments			-1,125.00								-1,125.00
Fundraising - Reimbursements		-431.00									-431.00
Welcome night staging		-650.80									-650.80
Shade sails		-4,734.40									-4,734.40
Claremont pool hire				-683.10							-683.10
60 document satchels					-302.50						-302.50
Swimming caps						-416.50					-416.50
WACSSO annual subscription						-1,169.37					-1,169.37
Choir shirts						-3,040.00					-3,040.00
Bins for Ocean Beach Hotel cans						-173.92					-173.92
Library - Numeracy/ECE clean up							-1,798.76	-1,697.12			-3,495.88
Waterslides								-1,913.00		-1,912.00	-3,825.00
2021 Leavers bk/Exec emls 16th Nov									-3,022.80		-3,022.80
Shade sails (annual) storage										-220.00	-220.00
Total payments	0.00	-6,116.20	-1,125.00	-683.10	-302.50	-4,799.79	-1,798.76	-3,610.12	-3,022.80	-2,132.00	-23,590.27
CLOSING BALANCE	\$38,483.09	\$35,197.18	\$42,679.00	\$47,955.00	\$54,200.85	\$52,039.31	\$63,862.53	\$53,348.71	\$49,360.01	\$48,311.14	\$48,311.14
General - A/c 253561				35,078.98	41,324.63	39,162.99	50,986.00	40,472.08	36,483.28	35,434.20	
Interest - A/c 368860				12,876.02	12,876.22	12,876.32	12,876.53	12,876.63	12,876.73	12,876.94	
				\$47,955.00	\$54,200.85	\$52,039.31	\$63,862.53	\$53,348.71	\$49,360.01	\$48,311.14	