

Swanbourne Primary Parents and Citizen Group

Meeting 4 2021 - Minutes of Meeting

Wednesday 9th June 2021, 7.00pm
Swanbourne Primary Staff Room

Attendees	Apologies
Lauren Pavlich – President	Steve O’Hara
Gavin Hartley - Treasurer	Emma Coyle
Belle Lyons – Secretary (via Zoom)	Melissa Dove
David Knox – Principal	Peta Bennett
Bec Robson – Vice Principal	
Daniel Lee	
Sophy Foreman	
Joy Davies	
Lee Nugawela	
Lorna Carter	
Bec King	
Grace Jones	

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 on 05.05.2020 be taken as read and confirmed; seconded by Sophy Foreman; members supported.</i> 	Lauren Pavlich
3	<p>Business arising from Minutes</p> <ul style="list-style-type: none"> ▪ Actions items from previous Minutes: <ol style="list-style-type: none"> 1. Gavin Hartley to find out how to cancel paper statements for all bank accounts. <ul style="list-style-type: none"> ▪ Completed. 2. Daniel Lee to investigate options for the canteen and consider changing suppliers. <ul style="list-style-type: none"> ▪ Completed. ▪ Has spoken to Kirkwood looking to improve affordability, provide more options, use of more environmentally friendly packaging. ▪ Is looking at considering developing a survey to find out how satisfied parents are and what else they would like. ▪ Action: Daniel Lee to develop a survey for the canteen menu. 3. Lauren Pavlich to email Georgie Cunningham and determine if there is a need to contact teachers and finalise a date for the Year 6 event. <ul style="list-style-type: none"> ▪ Completed. 4. Matt Dowd to organise Connect notification on behalf of the Board re expressions of interest to join the working party for Board Master Plan Committee. <ul style="list-style-type: none"> ▪ Matt Dowd and Lauren Pavlich decided there is enough people on the committee. Will stay as is. 5. Lauren Pavlich to organise Connect notice and message to class reps via WhatsApp re. busy bee to be held on the 21st of May. <ul style="list-style-type: none"> ▪ Completed. Cancelled due to Covid. 6. Bec Robson to discuss with David Knox and Lauren Pavlich about putting a Connect notice out re: P&C voluntary contributions. <ul style="list-style-type: none"> ▪ Completed. 7. Belle Lyons to send Gavin Hartley contact details for Executive Committee members. <ul style="list-style-type: none"> ▪ Completed. 	Lauren Pavlich

	<p>8. Lauren Pavlich and David Knox to develop a plan for a Scitech evening in Term 3.</p> <ul style="list-style-type: none"> ▪ Completed. <p>9. Matilda to explore using a local Uni student for planning and event management as part of their uni course/assignment requirements.</p> <ul style="list-style-type: none"> ▪ Partially completed. Roll over. <p>10. All members to consider ideas for Swanny on the Green 2022; Belle Lyons to put on agenda for next meeting.</p> <ul style="list-style-type: none"> ▪ Completed. <p>11. Bec Robson to liaise with Anna McGlew and consider holding a second-hand uniform sale.</p> <ul style="list-style-type: none"> ▪ Completed. Not enough stock to sell for now. <p>12. Lauren Pavlich to send out WhatsApp notice to class reps re second-hand uniform sale.</p> <ul style="list-style-type: none"> ▪ N/A <p>13. All members to investigate possibilities to fill the roles of second-hand uniform coordinator and uniform liaison coordinator.</p> <ul style="list-style-type: none"> ▪ Completed. <p>14. Belle Lyons to find out price of swimming caps and let Lauren Pavlich know.</p> <ul style="list-style-type: none"> ▪ Completed. 	
4	<p>Correspondence</p> <ul style="list-style-type: none"> ▪ WACSSO – P&C Voice – Term 2 2021 ▪ 7West Media Education – STEM Classroom Cash Competition ▪ Australian Fundraising Specialists – Catalogue - Term 3 2021 ▪ Pedestrian Council of Australia – Walk to School Day Info Pack 	Belle Lyons
5	<p>President's Report</p> <ul style="list-style-type: none"> ▪ <u>Executive approvals</u> <ul style="list-style-type: none"> ○ Choir shirts - \$3,040 ○ Scitech booking - \$200 ○ \$650 not executive approval guest speaker – Kayelene Kerr, eSafe kids. ▪ <u>Uniform shop role needs to be filled ASAP</u> <ul style="list-style-type: none"> ○ Karina Bolton a possible option ▪ <u>Books – Bec Robson</u> <ul style="list-style-type: none"> ○ Book donations needed to supplement current stock, especially series books. ▪ <u>Fundraising</u> <ul style="list-style-type: none"> ○ Year 1-2 Bake sale - Term 3, Week 3 Friday August 6th. ○ Gold coin donation to buy an item. ○ Year 6's to sell at recess with proceeds to library resources. 	Lauren Pavlich

	<ul style="list-style-type: none"> ○ Sell anything leftover at kiss and drop at the end of the school day 	
6	<p>Principal's Report</p> <ul style="list-style-type: none"> ▪ <u>ECE</u> <ul style="list-style-type: none"> ○ Semester 2 2021 ○ All ECE EA's to be moved from part time to full time. ○ All ECE EA's to start work at 8.20 and finish work at 3.20 ○ All K classes to open their doors at 8.35am and dismiss children from 3.10pm as per P to 6 classes. ○ I believe that this structural change is in the best interests of our Kindy students. ▪ <u>After school parking issues - safety</u> <ul style="list-style-type: none"> ○ It has been brought to my attention that the northern oval parking is dangerous as there are children running in front of cars after school. The original protocols that we developed are not being adhered to. Actions: <ul style="list-style-type: none"> • We'll have a special whole school meeting at the area tomorrow after lunch. • I'll reiterate the protocols to our students. • I'll send out a Connect message reiterating the protocols. • Either Bec Robson or I will supervise the duty. 	David Knox
7	<p>Treasurer's Report</p> <ul style="list-style-type: none"> ▪ See attached reports. ▪ <i>Moved by Lauren Pavlich that financial reports dated June 2021 be taken as read and confirmed; seconded by Sophy Foreman; members supported.</i> 	Gavin Hartley
8	<p>Sub-Committee Reports</p> <p><i>Social and Fundraising Committee</i></p> <ul style="list-style-type: none"> ▪ <u>Scitech night</u> <ul style="list-style-type: none"> ○ Friday 27th of August ○ Whole school event. ○ Pizza's and Samphire catering to potentially provide food option. ○ Hire someone to serve drinks? Or P&C members to undertake Responsible Service of Alcohol certification for \$32 each. ○ Raffle to raise extra funds? Members to explore possible raffle prizes to discuss at the next meeting and the potential to put together a raffle prize pack for the night. ▪ <u>E-safe - Kaylene</u> <ul style="list-style-type: none"> ○ Booked for Tuesday 22nd June. ○ Will be set up in the hall using the chairs we have at the school and potentially sourcing more from Swanny Tigers if needed to save hire costs. 	Lauren Pavlich

<p>10</p>	<p>Other Business</p> <ul style="list-style-type: none"> ▪ “Swanny on the Green 2022” <ul style="list-style-type: none"> ○ Week 4 – Friday 25th of February. ○ Option to perform – DJ? Local Swanbourne family artists e.g. Hattie and Freeze Frame Opera, Jay Piefinch, maybe Phil Warren. ○ Prebook a hamper – looking at quotes from Samphire and other suppliers for hamper/picnic style option or other food options for onsite or pre-booked via Trybooking. ○ Action: Joy Davies and Grace Jones to explore food options for “Swannie on the Green”. ○ Sell kid’s artwork or get a visiting artist? ○ Wine wall – donations of a box of wine, buy a ticket for \$100 which wins you a random box of wine. ○ Do we want to release a Picnic rug or other merchandise? ○ Action: Lauren Pavlich to speak to Zoe Moss re: options for merchandise for “Swanny on the Green”. ○ Action: Further ideas for “Swanny on the Green” to be discussed at next Meeting. ▪ Busy Bee? <ul style="list-style-type: none"> ○ Consider doing it in the holidays when kids aren’t using equipment. ▪ P&C Online Portal <ul style="list-style-type: none"> ○ Action: Daniel Lee to investigate creating a P&C online portal. 	<p>Lauren Pavlich</p>
<p>10</p>	<p>Closure</p> <ul style="list-style-type: none"> ▪ Meeting closed at 9:11pm. ▪ Next meeting Wednesday 4th August 2021 	<p>Lauren Pavlich</p>

SWANBOURNE PRIMARY SCHOOL			
PARENTS & CITIZENS ASSOCIATION INCORPORATED			
SUMMARY OF CASH ON HAND			
31st May, 2021			
(NOTE - PREPARED ON A 'CASH' BASIS)			
General	A/c 253561		41,324.63
Interest	A/c 368860		12,876.22
Uniforms	A/c 451795		30,806.21
Canteen	A/c 451809		13,871.48
TOTAL FUNDS AT 31ST MAY, 2021			\$98,878.54
COMMITMENTS AT 27TH APRIL, 2021			
	Estimate	Paid	Balance
120 swimming caps at market price (5th May Minutes)	????????		
Scitech visit - 27th August (5th May Minutes)???	\$2,000		
eSafeKids - Kaylene ? (2.5 hrs for \$650) (Exec eml 27th May)	\$650		
Environment - Vegie patch	\$739		739.00
Special circumstances	\$500		500.00
Budget contribution	\$2,638		2,638.00
Welcome night	\$1,500		1,500.00
Covid 19 fund	\$2,000		2,000.00
Year 6 boat cruise	\$1,000		1,000.00
TOTAL ESTIMATED COMMITMENTS			\$8,377.00

SPS P&C
 UNIFORM A/C 451795
 31ST MAY, 2021

DETAIL	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JULY 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2021	TOTAL
OPENING BALANCE	16,439.64	16,439.64	31,374.39	37,173.16	35,557.75								16,439.64
RECEIPTS (Scotney Grp)		15,036.75	9,118.46	447.09	957.71								25,560.01
Payments													
Deft Insmc Inv 117759		-102.00											-102.00
PermapleaOL44880/2			-1,551.44										-1,551.44
Quality Ap Tudor			-1,768.25	-2,062.50	-5,406.75								-9,237.50
60 document satchels					-302.50								-302.50
TOTAL PAYMENTS		-102.00	-3,319.69	-2,062.50	-5,709.25								-11,193.44
CLOSING BALANCE	\$16,439.64	\$31,374.39	\$37,173.16	\$35,557.75	\$30,806.21								\$30,806.21

SPS P&C
 CANTEEN A/C 451808
 27th April, 2021

DETAIL	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JULY 2021	AUG 2021	SEPT 2021	OCT 2021	NOV 2021	DEC 2021	TOTAL
<u>OPENING BALANCE</u>	13,917.92	10,306.11	9,507.08	12,091.39	8,939.98								13,917.92
Receipts		2,000.97	5,389.26	1,176.40	6,375.68								14,942.31
Payments	-3,611.81	-2,800.00	-2,804.95	-4,327.81	-1,444.18								-14,988.75
CLOSING BALANCE	\$10,306.11	\$9,507.08	\$12,091.39	\$8,939.98	\$13,871.48								\$43,848.98