

MINUTES

Newborough Primary School P&C Inc

General Meeting – 05/06/2024 7:00pm-8:40pm

1. Welcome and Acknowledgement of Country	Laurie
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2. Attendance and Apologies	Georgia
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Present: Laurie M, Chenoa W, Georgia B, Denise J, Jacob M, Andrew M, Andrew S, James S, Matthew B, Dee Owen, Lee W.

Apologies: Tanya C, Laura H, Jessica B, Jodie P.

3. Approval of previous minutes	Laurie
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Approved without amendment.

4. Follow up from previous minutes

4.1 Event and funding proposal forms (Andrew M/Andrew S)

Forms will be converted to editable PDF following the approval of new logo at this meeting.

4.2 AV equipment undercover area (Denise J)

Quotes were distributed prior to meeting. As this is a substantial spend Denise wants to survey staff to get a consensus on whether they feel the spending is warranted, and provide justification for how it can be used. Replacement of audio equipment in undercover area, and portable sound system for outdoor events (\$4000-\$10 000) are other options discussed.

Clarity is needed around what is the best option/s for the school before expenditure can be approved.

Actions:

- Denise to survey staff regarding how screen will enhance learning of students
- Denise to request quotes regarding repair of existing audio infrastructure and/or any new audio equipment needed to optimise use of screen.
- A portable sound system for outdoor events will be explored as separate option, with proposal and quotes (already sought by Andrew) to be presented at next meeting.

4.3 Building and Grounds committee (Denise J)

Included in Principal's report.

5. Reports

5.1 Principal's report (Denise J):

As tabled- See Appendix A

Actions:

- Laurie to talk to Sharon to get security code for P&C after hours access.
- \$1800 donation to the school towards the cost of a marimba (as per proposal by Andria Snelson) has been approved. Jacob will transfer funds.

5.2 President's report (Laurie):

The Newborough Primary School P&C acknowledge and respect the traditional peoples of the Whadjuk Nyoongar land we meet on. We respect the connection of the Nyoongar people to these lands and recognise their continuing custodianship of country- Nyoongar boodja. The land may have changed but the connection remains.

Thanks to the school for the video made for P&C Day.
Quiz night preparation well underway.

5.3 Treasurer's report (Jacob/Andrew S):

The following is the Treasurer's Report, tabled for the Week 8 P&C Meeting for Term 2, 2024.

Canteen Finances

As of 5 June 2024, the Canteen Account holds \$27,633.14.

Expenses from April/May and Staffing costs from May have not yet been captured.

General P&C Finances

As of 5 June 2024 , the Transaction Account holds \$131,017.55.

The delegation of uniform sales to JFE is now mature enough that we have some idea regarding income; though there will continue to be some sales of backlog items on consignment that inflates sales value.

*For sales last Financial Year, Newborough P&C received \$9,131 in revenue
So far this year, we have received \$4,248 (Jan-April sales)*

The Treasurer handover is continuing, with the intention that Andrew will take over management of Xero and payment setup going forward. I will remain in a support role through to the end of the year.

5.4 Canteen (report as tabled by Jen):

No report submitted.

5.5 Canteen sub-committee (Laurie):

A meeting of the sub-committee has not occurred since last P&C general meeting. Parents need to be advised of Jen's departure.

It is not viable for canteen to continue in current format with a reliance on volunteers. A simplified menu or a candidate with ideas on how to operate with few volunteers would be needed. Outsourcing options can also be reconsidered.

A survey was being developed by Noemi/Andrew for the parent community to provide input/ideas into canteen, but it was agreed this may delay decision making and give false impression that many views can be taken into account. Regular P&C attendees informed about the canteen issues are best positioned to make the decision about its ongoing operation, and financial members can vote on this as representatives of the wider parent body.

Actions

- Laurie/Denise to write email advising parent community of Jen's departure
- Denise to seek quotes regarding outsourcing of canteen.
- Meeting of canteen sub-committee in Week 10 to determine options for canteen continuation (e.g. outsourcing, seeking new manager, paid casuals, reduced menu/days etc)
- P&C financial members will vote on options presented (Laurie to provide wording, Georgia will distribute via mailing list). Decision will then be made as to whether to go with outsourcing or to seek expressions of interest for a new canteen manager

5.6 Newbros (Andrew M):

The Newborough Primary School P&C acknowledge and respect the traditional peoples of the Whadjuk Nyoongar land we meet on. We respect the connection of the Nyoongar people to these lands and recognise their continuing custodianship of country- Nyoongar boodja. The land may have changed but the connection remains.

Movie night was successful – approx. 80 attendees, \$110 raised. Other event ideas are sought. The garden is the next project. Greg the gardener (currently on leave) is to be consulted. Newbros would like to utilise Sustainability Shed more (e.g. pizza night) and seek information on what the school is currently doing with that space. Will wait for Greg to return.

6. General business

6.1 Regulatory requirements of spending on funds raised (James S)

Noted large amount of money sitting in accounts and some students that fundraised have now left the school, query whether there are requirements to spend funds the same year they are raised. There is no requirement for this outlined by WACSSO, but agreement from members that the aim should be to spend the money to benefit the students doing the fundraising (although this can't always be the case when long term fundraising for a large project).

A budget and clearer process for funding proposals will support a more streamlined process around this.

6.2 Plans for expenditure of current funds (James S)

Importance of budget and long term/short term expenditure planning highlighted. A draft budget will be presented for next calendar year.

Large amount of money in transaction account awaiting expenditure- some will go on AV system. Feedback from Building and Grounds Committee and Early Childhood Audit will support allocation of other funds.

6.3 Preferred process for funding proposals from staff and parents (Denise J)

Denise is reviewing current process of all proposals going through the school's finance committee. Once process is established the school community can be informed of process and P&C funding requests welcomed.

6.4 Uniform shop delivery options (Lee W)

JFE delivers weekly to other schools in the area for free. Query around whether this is an option for Newborough.

Decision was made when outsourcing for the school not to provide this option, due to concerns around time and space for distribution. Denise is supportive of any ideas for local delivery that do not encroach on staff time.

Actions:

Dee and Lee will propose an option around this at the next meeting.

6.5 Accounts (Andrew S)

The motions documented in Appendix B were discussed and passed.

6.6 Financial motions (Andrew S)

The Financial motions documented in Appendix C were approved.

7. Fundraising/Planned events

7.3 Upcoming Events

Quiz night- 22 June. Volunteers will be needed for set up. There is a catering facility within sports club that can provide food platters, and a full menu will also be available. Laurie will check if BYO food is still OK.

8. Other

8.1 First Aid Kit

Laura has purchased the First Aid Kit and will drop it at the school. Receipts were sent to Treasurer and have now been processed.

Next P&C meeting: Monday Week 3, Term 3. 29 July

To be held in new meeting room at the school, entry via office.



Principal's Report – P&C Meeting 5 June 2024

Dear P&C Members,

I wanted to express my sincere gratitude for the incredible work the P&C continues to do for our school. Your dedication is truly appreciated. As I settle into my role as Principal, I'm still getting to know the ins and outs of our school and its needs. Your patience and understanding during this time are invaluable.

I recognise there are many decisions ahead, including how to allocate funds raised. Your input will be crucial as we determine our priorities moving forward.

Thank you for your ongoing support and dedication to our school community.

Staffing Update

I wanted to share an exciting update with you all! Our search for a substantive Deputy Principal is reaching its conclusion, and by the end of next week, we anticipate finalising the selection process.

Once the decision is made, I'll waste no time in sharing the news with our families and the wider community. This appointment marks a significant milestone as our administration team gears up to lead Newborough PS through drafting our new Business Plan and preparing for our Public School Review.

OSHC Expression of Interest

As notified previously, we are currently evaluating tenders for the Out of School Hours Care facility at Newborough PS. The timeframe previously advertised was deemed to short so Mulberry Tree has been offered a contract renewal until 4 February 2025. All providers who have submitted an EOI have been advised of the change of date.

The School Advisory Group will undertake a value-for-money assessment to consider the extent each expression of interest satisfies the following criteria:

- (a) Suitability of the proposed outside school hours care service;
- (b) Respondent's demonstrated capacity to provide outside school hours care services;
- (c) Session fees to be incurred by parents/carers, and;
- (d) Licence fee for right to use the premises.

To assist us in our decision, we are seeking feedback from families in helping us make an informed decision when choosing the provider to supply the service as of 5 February 2025. In our Newsletter this week, we have asked that families currently use our OSHC service or intend to do so in the future, take the time to complete a survey to share their experiences and preferences by Friday 21 June 2024.

<https://forms.office.com/r/NkkT985a8P>

Early Childhood Audit

As part of our commitment to continuous improvement, we are currently in the process of conducting an audit of our Early Childhood facilities. This audit aims to assess the effectiveness of our resources and facilities and identify areas for enhancement.

APPENDIX A- Principal's Report (cont'd)

Independent
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Please note that this initiative is still in progress and will continue to evolve. Once Vicki returns to her teaching role next term, she will play a key role in conducting this audit.

Furthermore, this audit will assist us in preparing a wish list for potential improvements and upgrades to our Kindy Play area that the P&C may wish to contribute to. We believe that enhancing our Early Childhood facilities will provide an even better learning environment for our youngest students.

Grounds Committee and P&C Input

As previously mentioned, there has been a suggestion to form a Grounds Committee with parent representatives. In line with this, at the end of this term I will seek expressions of interest (EOI) for one representative from the Parents and Citizens Association (P&C) and one representative from the School Board to be part of a sub-committee.

The purpose of this sub-committee is to address the school's identified needs for facility improvement projects. Specifically, we aim to explore how the P&C can contribute funds towards projects earmarked by the school to enhance facilities for our students.

The sub-committee will be responsible for:

- Discussing the school's identified needs for facility improvement projects.
- Evaluating whether these projects align with the P&C's objectives and priorities.
- Exploring funding opportunities and determining the feasibility of P&C funding for these projects.

Booklists

I wanted to inform you that Karen Tucknott and I will be meeting with our representative from Campion to discuss the ongoing process for our school's booklists. Based on the feedback we've received from Campion, it has become clear that we may need to make changes to how we handle our booklists in the future. After our discussion with Campion, I will update the P&C on the decision regarding how we will move forward with the booklists process.

Security and codes

I need to inform you about an important update regarding the school's security system and access codes. Recently, our school underwent an upgrade to enhance security measures.

As part of this upgrade, the P&C will now have unique access codes for when they enter the school premises out of hours. These codes will be used for arming and disarming the areas that the P&C accesses. It's important to note that this new system does not allow the P&C to arm the entire school from one location.

For further details about the process and the specific codes you will need, I encourage you to speak with our MCS Sharon. She will provide you with comprehensive information and address any queries or concerns you may have regarding the new security system.

Ensuring the safety and security of our school community is paramount, and we appreciate your cooperation in adhering to these updated security protocols.

APPENDIX A- PRINCIPAL'S REPORT (cont'd)

Independent
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Funding request from Andria Snelson

I want to bring to your attention a funding request from Andria Snelson. Andria has requested funds for the reimbursement of the purchase of the final marimba that was needed to complete our set. This additional marimba will enable all students to participate simultaneously during music classes and performances. The total cost for the final marimba is \$1800.00.

Thank you,
Denise



Denise Jeffs
Principal

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APPENDIX B- MOTIONS BY ANDREW S

MOTIONS FOR P&C MEETING 05/06/2024

#1 "That ~~Lee-Elleen-Williamson Chenoa Walsh~~, as Executive Member of the Newborough Primary School Parents and Citizens Association Inc. be appointed an authorised signatory of the P&C, including the bank accounts BSB 036-027 ACC 579280 and BSB 036-027 ACC 579272 held with Westpac."

Decision: As Westpac CRN is needed to become a signatory, Chenoa Walsh (Executive member with CRN) was approved to be an authorised signatory.

#2 "That any combination of two of the authorised signatories of:

- Laurence Andrew McCallum (President)
- Jodie Louise Prendergast (Vice President)
- Andrew Ian Simmonds (Treasurer)
- ~~Lee-Elleen-Williamson Chenoa Walsh~~ (Executive Member)

may authorise any transaction on accounts they are signatories of.

Passed

#3 "That a debit card account be opened with Westpac and be called the Newborough Primary School Parents and Citizens Association Inc. debit card account"

Passed, but noted that without a canteen the debit card will get little use. Approved for purpose of Xero payments at this stage.

#4 "That the Debit Card and Account Usage Policy dated 05/06/2024 be adopted for the year 2024, and that the approved signatories are as per motion #2."

NOTE: This motion will need to be renewed every year at the AGM.

Newborough P&C Debit Card Terms of Operation 05/06/2024

- Debit card transactions, as with all P&C financial transactions, must be authorised by a General Meeting or Executive Committee meeting.
- The debit card account must be reconciled monthly by the P&C Treasurer and included in the financial statements (Treasurer's Report) to be presented to each General Meeting of the P&C.
- The Debit Card will be used under the terms and conditions of the bank that issues it.
- The P&C Association's debit card will be linked to a separate bank account, solely for the use of debit card transactions. The account is to be named: Newborough Parents and Citizens Assoc Incorporated Debit Card account.
- The name of the P&C must appear on the debit card.
- Debit cards are not to be used to withdraw cash from ATM or using EFTPOS cash out facilities.
- The card balance can only be increased ('topped-up') by a deposit from dual authorised signatories.
- The maximum balance in the debit card account is to be \$500.
- Debit cards to be used for approved purchases up to the value of \$250.
- The printed receipt and itemised receipt must be forwarded to the Treasurer as soon as possible after the transaction.
- A debit card control register of authorised users will be maintained regularly.
- The debit card is to be stored in a safe when not assigned.
- The card PIN is to be held by the P&C Treasurer and changed annually.
- The card will be cancelled immediately if lost, misplaced or upon suspicion of misuse.

Passed.

#5 "That per the Newborough P&C Debit Card Terms of Operation the debit card authorised cardholders are to be Andrew Ian Simmonds ~~and Laurence Andrew McCallum.~~"

Passed, but Laurie does not wish to be a card holder.

#6 "That a single 'Community Solutions Cash Reserve' savings account be opened at Westpac be called the Newborough Primary School Parents and Citizens Association Inc. Savings account, and that the approved signatories are as per motion #2."

NOTE: To allow a modest amount of interest (1.35% p.a. currently) to be earned on part of the funds banked whilst we are deciding on spending. Existing transaction account earns 0%. Savings accounts will work better in the future in conjunction with an annual budget. Other option is term deposits earning 3.50% p.a. for 3 months but may lock away available funds without an annual budget with a spending calendar.

Passed. This would equate to approx \$1000/year interest.

A term deposit option with (approx.) 50% funds currently in transaction account also approved for 3 months. Executive committee to vote on exact figure for this, to presented by Andrew.

#7 "That the agreed upon graphics be adopted as the P&C logo."

Version 3 of the presented graphics received the majority of votes and is to be adopted as the logo.

APPENDIX C- FINANCIAL MOTIONS

Financial Motions for Meeting 05/06/2024

FM#1 Xero

"Seeking approval for accounting package Xero subscription which will now cost \$67.50 per Month which includes a 25% not for profit discount."

Approved.

FM#2 Logo Image Purchase

"Seeking approval for the amount of \$23.94 from VectorStock for the purchase of a Standard license for the Banksia graphics used in the production of the new P&C Logo. This allows us rights to use it in our official Logo."

Approved.

FM#3 Contingency and emergency spending approval motion

"That the Treasurer and President, together, have delegated authority to spend up to \$300 per term on unforeseen expenses with a motion to retrospectively approve expenditure to be moved at the next General Meeting."

Approved