

Annual General Meeting Minutes

Date: Tuesday 19/3/2020

Time: 6:30 – 7:00 pm

Venue: Floreat Park Primary School, Chandler Avenue

Floreat Park Primary School
P&C Association



6:40 pm Kristy Corbet explained the voting process. Introduce Menti website address: mentimeter.com. Enter the code at top of page. Please enter the code: 75 99 66.

6:42 Final call for votes and then was voting closed

74 Votes were received and Claire Shoebridge was announced the winner (confirmed by sitting President, Vice president and Secretary).

Motion to delete voting record (as required by WACSSO) 2nd by Liz Lockett

Carried by $\frac{3}{4}$ majority

3.0 Committee members

Thanks to the 2019 Executive Committee, subcommittees and numerous volunteers

All position holders stand down from their roles and need to be re-elected if they are continuing in that role. The P&C now calls for nominations to fill the P&C roles. We already have nominees for most of the roles, however we have some vacancies:

Office Bearers

Vice President: Kristy Corbett

Treasurer: Kirstie Smyth

Secretary: Natalie Dimmock

Executive

Grounds: no nomination*

Events: Zoe Kai

Class Rep Coordinator: Jackie Georgiu

Exec member: Dave Graieg

Comms: Liz Lockett

Motion to vote in the Executive, 2nd by Jenny Wilding and carried by $\frac{3}{4}$ majority

Subcommittees

Canteen: employee position held by Karen Wilson

Uniform:**

Floreat Dads: Alex Bertram

Motion: The P&C declares the above - mentioned roles and nominees elected unopposed. 2nd Lisa Johnson and carried by $\frac{3}{4}$ majority

Financial Reviewer: Chino Yuan

Motion to appoint Chino as financial reviewer, 2nd Katie McLeod and carried by $\frac{3}{4}$ majority

Other duties and services

Sick Bay: Bec O'Brien

Safety House: Anna Leschinskaya

Book Club: Amanda Herbert

Book Fair: Kerrie Chapman & Michelle Clement

Sustainability: Janine Roets

Class Gardening: Sarah Ainslie

* Post meeting nomination of Luke McCarter to the grounds role.

** Post meeting nomination of Lousie Phelan to the Uniform role.

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4.0 Close of Meeting: 6:50pm

Next Meeting: Date to be advised, depending upon COVID 19

2020 Office Bearers

Position	Outgoing incumbent	Signature	Incoming incumbent	Signature
President	Pen Melis		Claire Shoebridge	
Vice President	Kristy Corbett		Kristy Corbett	
Secretary	Troy Sinclair		Natalie Dimmock	
Treasurer*	Susan Chen		Kirstie Smyth	

*Pen Melis served as Acting Treasurer from September 2019 – March 2020.



Exec Members who participated: Claire Shoebridge, Kristy Corbett, Kirstie Smyth, Natalie Dimmock, Liz Lockett, Jacquie Georgiu, Zoe Dong and David Graeig

Item	Topic of Discussion	Attached
1	<p>BACKGROUND:</p> <p>Due to the COVID-19 virus and the resulting closure of the Canteen operated by the Floreat Park Primary School P&C Association, the P&C has had to stand down the employees of the canteen. The P&C is going to apply for the Jobkeeper allowance for the three canteen employees.</p> <p>To apply for the Jobkeeper allowance, the P&C is required to submit paperwork to the Australian Tax Office (ATO) via a portal, which requires an individual to set up a Relationship Authorisation Manager (RAM) to link to the ABN of the P&C. However, none of the current P&C Executive are able to link a RAM to the P&C ABN and as the ATO are not legally able to inform the P&C who the primary user of the ABN is, the P&C is required to appoint a registered tax agent to act on their behalf to determine the primary user of the ABN. Due to the time constraints of lodging the Jobkeeper paperwork, the P&C will also appoint the registered tax agent to lodge the Jobkeeper forms on this occasion.</p> <p>Kristy Corbett proposed the following motions:</p> <p>MOTION ONE:</p> <p>To appoint Chino Yuan, a Chartered Accountant and registered tax agent, to act on behalf of the Floreat Park Primary School P&C to complete a search of the Australian Business Register to determine who the current primary user of the P&C is, remove the primary user and appoint Claire Shoebridge, current President of the P&C association as the primary user of the Floreat Park Primary School P&C ABN. This will then allow Claire to create a RAM, and to appoint other authorised users of the ABN.</p> <p>MOTION TWO:</p> <p>To request Chino Yuan, a Chartered Accountant and registered tax agent, to submit the Jobkeeper forms to the ATO on behalf of the Floreat Park Primary School P&C.</p> <p>Motion approved by Exec Members on 23 April 2020 by email response from: CS, KS, KC, ND, LL, JG, ZD and DG</p>	KC

Signed: N Dimmock

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Attendance

Executive	Pen Melis, Kristy Corbett, Troy Sinclair, David Graieg, Adrian Taylor, Luke McCarter, Jen Wilding, Liz Lockett
Sub Committees & Other Duties	Karen Wilson, Louise Phelan, Alex Bertram, Janine Roets, Anna Leschinskaya
General members	Natalie Dimmock, Maliodine McTiernan, Katie McLeod, Emma Fuller, Claire Shoebridge, Kate Watson, Sarah Fenner, Amy Toohey, Julia Franz, Zanna Verco, Minda Sarna, Rebecca O'Brien, Bianca Hayley, Jacqueline Georgiu, Nicola McFarlane, Adam Banfield, Jonelle Irving, Sarah Hay, Emily Chee, David Melis, Christine Tran, Jacinta Pickford, Richard Phelan, Brenda Moore, Michelle Pedlow, Elizabeth o' Dea, Candice Purcell, Matt Ryan, Melinda Reid, Kirstie Smyth, Sjeff Ijzermans, Megan O'Shea, Melissa Bray, Kate Isaachsen, Alexis Mathews, Lauren Holywell, Lisa Johnson, Jessica Dhrif, Sarah Ainslie, Claire Haselhurst, Janelle Young, Julia Minson, Rachel Brown, Caroline Sputore, Paula Cakar, Jenni Wilding, Kerrie Chapman, Larissa Connell, Lauren Selden, Victoria Strang, Matthew Pickford, Monique Jenner, Victoria Levadoux, Andrew Angel, Kate Weaver, Sam Lister, Rachel Gallagher, Catherine Johnson, Lucy Stone, Fiona van den Berg, Michele Clement, Lisa Church, Belinda Hart, Susannah Thompson, Jody Gardiner, Kim Batina, Zoe Kai
Apologies	Monique Jenner

1.0 Annual General Meeting open: 6:30pm

Pen welcomed all the members and thanked those who have registered so far on Qkr. Anyone who has registered to do it now on Qkr or if unable to access the app then to email: info@fppspc.com.au

Reminded all about the need for social spacing due to COVID 19 issues.

Thanks to all 2019 contributors - their contribution whether time or financial is greatly appreciated.

1.1 Previous Minutes:

Pen Melis proposed a motion that the minutes from the P&C Meeting dated 12 November 2019 and the Executive Meetings dated 16 December 2019 & 2 March 2020 have been distributed via Connect and are an accurate record of the meetings

Seconded: Adrian Taylor

Carried by $\frac{3}{4}$ majority

1.2 Financial report for 2019

Kristy Corbet proposed a motion to endorse the Reviewed annual report for 2019 as an accurate record of the financial activity of the P&C. This review was completed by Chino Yuan of CNY Chartered Accountants, a father at FPPS. This special financial report was distributed with the reports and original agenda for this AGM via Connect.

Seconded: Jen Wilding

Carried by $\frac{3}{4}$ majority

2.0 Election for President

Addendum 1 - Budget for 2020 and Actuals year to date (May 2020)

**Budget and Actuals Year to Date
Floreat Park Primary School P & C**

Recovery rate 65%

	2020 Proposed Budget		Actuals		Variance
	Income	Expenses	May 2020		
Opening bank balance	\$ 33,213		\$ 33,213		
Banking Fund	\$ 2,200		\$ 2,200		
Canteen Fund	\$ 3,275		\$ 3,275		
2019 Cash Balance brought forward	\$ 27,738		\$ 27,738		
Projects approved in 2019					
Kindy Shade sails (F13s from 2019)	\$	2,717	\$ 2,717		
Art Courtyard (FA13 from 2019)	\$		\$ 0		
Subtotal projects approved in 2019		2,717	2,717		
2020 Funds available	\$ 25,021		\$ 25,021		
Voluntary Contributions					
General Levy forecast Current Yr (Based on 619 students @ 65%)	\$ 60,353		\$ 20,368		\$ 39,985
General Levy Banking Fees forecast recovery rate (\$2 per contribution)	\$ 805		\$		\$ 805
Infrastructure Levy Banking Fees forecast recovery rate (\$2 per contribution)	\$ 805		\$ 75,021		\$ 805
2020 Funds available	\$ 25,021		\$ 75,021		
	\$ 66,982		\$ 45,389		\$ 41,594
Pre - Approval P&C Running Costs					
Forecast Bank charges - CBA & Bankwest (Recovered from \$2 fee included per contribution)	\$	1,988	\$ 595		\$ 1,394
Bankia 2020 - Year 6 & school stock costs only	\$	1,200			\$ 1,200
Class Cooking	\$	200	\$ 276		\$ 76
Class Reps Sundowner	\$	250			\$ 250
Gardening Allowance	\$	1,500	\$ 135		\$ 1,365
Yr 6 Graduation 2020	\$	400			\$ 400
Slay and Play	\$	50			\$ 50
Drop box	\$	100			\$ 100
Insurance	\$	300			\$ 300
Web hosting - domain name & email addresses	\$	350	\$ 138		\$ 212
MYOB Essentials	\$	800	\$ 798		\$ 2
WACSSO	\$	400			\$ 400
2020 Fathring Project Fees - Social					
School Trophies and Ribbons (approved onwards 28/03/19)	\$	3,000			\$ 3,000
Chaplaincy (approved onwards 28/03/19)	\$	4,100			\$ 4,100
Parent Stalls (Mothers & Fathers)	\$	100			\$ 100
Parent Stalls (Mothers & Fathers)	\$	500			\$ 500
Councillor Fundraiser (term 1 stay & play)	\$	200	\$ 200		\$
Other P & C Expenses	\$	500	\$ 243		\$ 258
		\$ 15,918	\$ 2,434		\$ 13,504
Subtotal of funds remaining before funding requests approval	\$ 71,044		\$ 42,954		\$ 28,090
FUNDING REQUESTS (ranked in order of preference)					
Request 6: Flexible Furniture - (Y5 & Y2/3 Feb 2020)	\$	17,500			\$ 17,500
Request 5: Music Room Upgrade (approved reallocated funds from FR6 2019)	\$	30,000			\$ 30,000
Request 7: Outdoor Learning Area - Furniture & equipment	\$	5,000			\$ 5,000
Request 8: Parent Info Sessions	\$	1,500			\$ 1,500
Request 3: Gardening Equipment - gardener	\$	1,000			\$ 1,000
Request 2: PE Equipment - Marquees & Sports Uniforms	\$	8,100			\$ 8,100
Request 4: Library Furniture - Stackable Chairs	\$	3,000			\$ 3,000
Request 9: Kindy - Tree Lopping	\$	2,500			\$ 2,500
Total Funding Requests	\$ 68,600		\$		\$ 68,600
Total Voluntary Contribution funds remaining	\$ 2,444		\$ 42,954		\$ 40,510
INFRASTRUCTURE LEVY					
Infrastructure Levy Current Yr (Based on 619 students @ 65%)	\$ 40,235		\$ 13,367		\$ 26,868
Available funds for Infrastructure Initiatives	\$ 40,235		\$ 13,367		
If Projects as follows					
Laptop leasing : (ongoing to 2021 / Approved Dec 2019)	\$	31,000	\$ 12,879		\$ 18,121
Request 1: STEM resources	\$	3,000			\$ 3,000
Total Infrastructure spend	\$ 34,000		\$ 12,879		\$ 21,121
Infrastructure Funds remaining	\$ 6,235		\$ 498		\$ 5,747
Funds after voluntary contributions and Infrastructure funds	\$ 8,679		\$ 43,452		\$ 34,763
FUNDRAISING					
Fundraising Donations	\$ 2,000		\$ 1,800		\$ 140
Entertainment Book (Term 3)	\$ 1,500				\$ 1,500
Cake Stall Athletics Carnival (Term 3)	\$ 1,500				\$ 1,500
Slack on You - label fundraiser	\$ 150				\$ 150
Other Fundraisers	\$ 100		\$ 70		\$ 30
Artwork Fundraiser - Junior Years	\$ 2,500				\$ 2,500
Mothers Day Stall (small business sponsorship)	\$		\$ 2,099		\$ 2,099
2020 Fundraising	\$ 7,750		\$ 4,079		\$ 3,721
Other Income					
Bank Interest Income	\$ 35		\$ 19		\$ 16
Other donations	\$		\$		\$
Other Income	\$ 35		\$ 19		\$ 16
Total funds remaining	\$ 16,464		\$ 47,490		\$ 31,028
Building Fund					
2019 Building Fund	\$ 2,200		\$ 2,200		
Building Fund - Donations	\$ 2,000		\$ 1,240		\$ 760
2020 Building fund total	\$ 4,200		\$ 3,440		\$ 760
Closing balance (incl Building Fund)	\$ 20,664		\$ 50,930		\$ 30,288

Contribution Sensitivity	
Recovery Rate	Funds remaining
30%	\$ 37,498
35%	\$ 29,911
40%	\$ 22,728
45%	\$ 14,286
50%	\$ 6,548
55%	\$ 1,189
60%	\$ 8,927
65%	\$ 16,664
70%	\$ 24,402
75%	\$ 32,139
80%	\$ 39,877

Cash at Bank As At 23 May 2020	
Business Telnet Saver	\$ 18,890.67
Floreat Park P&C	\$ 31,812.16
Canteen	\$ 13,854.21
Uniform Shop	\$ 24,337.58
Building Fund	\$ 3,440.13

Addendum 2 - Profit and Loss May 2020

Profit and loss Floreat Park Primary School P & C

Accrual mode
01 Jan 2020 - 22 May 2020
ABN: 79221966715
Generated 22 May 2020

		Total
Income		
4-1208	2020 Voluntary General Levy	20,368.00
4-1209	2020 Voluntary Infrastructure Levy	13,367.00
4-1300	2020 Fundraising Donation	1,860.00
4-1301	2020 Councillor Fund	300.00
4-1302	2020 P&C Membership	70.00
4-2405	2019 Mother/Father Day Stalls - Social	2,098.80
4-2407	Building Fund - Donations	0.00
Total Income		38,063.80
Less Cost of Sales		
Total Cost of Sales		0.00
Gross Profit		38,063.80
Less Expense		
6 - 1006	Councillor Fundraiser	500.00
6-1400	Bank charges	590.96
6-1401	Bank EFTPOS Fees	3.58
6-1432	FR3a - Kindy Garden Refurb	2,717.00
6-1433	Yr6 Graduation - 2019	135.00
6-3600	MYOB Fees	138.25
6-4000	Postage & courier	5.45
6-4400	WACSSO Fees	798.32
6-6607	Laptop Leasing- Ongoing cost	12,879.23
6-6614	Class Rep Event - Social	276.38
9-1000	P&C Expenses	286.55
Total Expense		18,330.72
Operating Profit		19,733.08
Plus Other Income		
8-1200	Bank Interest income	19.24
Total Other Income		19.24
Less Other Expense		
Total Other Expense		0.00
Net Profit		19,752.32

Addendum 3 - Balance Sheet May 2020

Balance Sheet Floreat Park Primary School P & C

Accrual mode

22 May 2020

ABN: 79221966715

Generated 22 May 2020

		Total
Asset		
Banking		
1-1000	P & C Main Account	31,812.16
1-1200	TeleSaver Account	18,890.67
tbc	Building Fund Account	3,440.00
Total Banking		54,142.83
Current Assets		
Total Current Assets		0.00
Fixed Assets		
Total Fixed Assets		0.00
Total Asset		54,142.83
Liability		
Credit Card		
Total Credit Card		0.00
Current Liabilities		
2-1601	The Canteen Fund	2,194.60
2-1800	Accounts payable	1,018.32
Total Current Liabilities		3,212.92
Long Term Liabilities		
Total Long Term Liabilities		0.00
Total Liability		3,212.92
Net Assets		50,929.91
Equity		
Current Earnings		
3-1800	Current year earnings	23,192.32
Total Current Earnings		23,192.32
Retained Earnings		
3-1600	Retained earnings	-14,005.17
Total Retained Earnings		-14,005.17
3-9999	Historical balancing	41,742.76
Total Equity		50,929.91



Principal's Report

General meeting: 19 March 2020

Report Details

Action from last meeting

- Funding requests attached.

Reflections on the end of 2018 and start of 2019

It has been an amazingly smooth start to the school year. Our rigorous processes at the end of Term 4, along with our embedded systems and structures, mean that we ended 2019 prepared for the year ahead.

Effective handover procedures are also a key reason for a smooth start to the year. Our teachers have had many meetings to ensure that the support for all students, but especially those with additional needs is consistent and continuous.

During our two School Development Days (SDD) at the start of Term 1, we refocused staff on engagement for learning rather than 'behaviour management'. Our Student Services Team, led by Emily Eldridge shared the recently ratified Engagement and Behaviour Policy and our School Psychologist, Jodie Bell, led professional learning in effectively managing disruptive behaviour. We were joined by guest speaker, Helen Davidson (BEST Program for Kids) after lunch who delivered professional learning on strategies to engage boys.

On the second SDD, I refocused staff on the effective use of technology to enhance learning before staff split off to spend time working with their PLC year level groups.

2020 sees the final year of our business plan 'Inspiring students'. We will be consulting with all stakeholders this year about our next priorities as we develop our strategic plans for 2020 onwards.

As always, I highly value and am truly grateful for your ongoing support.

Aboriginal Cultural Standards (ACS) Framework

The Department of Education ACS framework document continues to be a key focus for us in 2020. Our ACS committee, Shelley Jenkinson, Nicole Kettell and Gemma Hadley are making links with community organisations and ensuring we have a sensitive, meaningful, consistent and sustainable approach to meeting the needs of our Aboriginal students but also educating non-aboriginal students and staff on the first peoples of this country, their culture and heritage.



School Uniform Committee

I would like to acknowledge the uniform committee including Kim Batina and Leechelle Ruscoe who have put a great deal of work into consulting on how we improve our school uniform. This is part of our wider business plan initiative to refresh the image of the school in the community.

COVID-19 Update

We are taking a very proactive and measured approach to the Coronavirus. The school is following all guidance issued by the Department of Health (DoH) in WA.

The community has been very supportive thus far, adhering to quarantine/isolation periods where necessary and communicating openly with us.

The school was already in full compliance with the most recent advice from the DoH. Including:

- placing additional alcohol based hand rub (ABHR) dispensers in prominent places around schools and making sure these dispensers are regularly refilled;
- displaying posters around school promoting hand-washing;
- reminding students of the importance of personal hygiene, handwashing and not sharing food;
- making sure that staff, contractors and students have access to places where they can wash their hands with soap and water;
- ensuring rubbish bins are accessible; and
- ensuring staff have access to cleaning and disinfectant agents to enable additional cleaning of work spaces.

I have shared guidance with parents regarding travel overseas and under what circumstances students cannot attend school.

In school, all staff continue to promote good personal hygiene habits to students, including not sharing food and handwashing.

We will continue to share updates with the community as they become available.

Technology next steps consultation

As noted in our Business Plan and in our parent meetings, I will be consulting with the community this year about where next for our technology programs. Our current programs funded by the school and P&C have allowed us to achieve a 1:3 iPad ratio across school and a 1:2 laptop ratio in Years 4, 5 and 6.

With continued high levels of P&C contributions, this is sustainable, but not increasable.

Three years into this model of technology integration, after a great deal of focus on teaching effectively with technology and the use of Connect, we are now in a position to consider increasing these ratios.

Floreat Park Primary School
P&C Association



Community and staff consultation this year will help shape the future of technology enhanced learning for your children.

Enrolments at census

Year	K	PP	1	2	3	4	5	6	Total
2020	75	67	64	94	74	76	88	82	619

In line with Department policy and excluding 5 kindergarten student, all enrolments come from within our boundary or have signed statutory declarations that there is reason for them to be living outside our boundary on a short term basis e.g. building a house.

We anticipate some movement during the year (but hopefully no more students in Pre-primary or Year 2!)

Outdoor Learning Area (OLA) Project

Despite starting and being mostly completed on schedule, we are still working with the builders and project manager to address issues around the hammock in the new OLA. The original net is being remade with different material and should be installed in the next few weeks.

The landscaping and furnishing of the space is scheduled for the Term 1 holiday.

As always, the 'triangle of governance' between the school, board and P&C is a great strength at Floreat Park Primary School. We achieved a great deal of progress in 2019 and the staff and I look forward to another productive and successful year.

Mark Walters

Floreat Park Primary School
P&C Association



Funding requests March 2020

Title	Amount requested	Comment
1. STEM resources	\$4 500	
2. PE Marquees	\$1 800	
3. Gardening equipment (gardener)	\$1 000	
4. Stackable chairs for library	\$3 000	
5. Music room	\$ 30 000	
6. Flexible furniture Y5 and Y2/3	\$17 500	50/50 with school
7. Outdoor Learning area furniture/equipment	\$5 000	50/50 with school
8. Parent information sessions	\$2 000	2 x cyber safety; 2 x OT and 1 x speech therapist



Principal's Report

General meeting: 4 June 2020

Report Details

In putting together this report, I pulled together information from last term. Referring to the start of the year I wrote in a communication, "I will go as far as saying this was the smoothest start to a year that I have been part of!"

Well! I can say now that as smooth as the start of the year was, I have never experienced anything like the end of Term 1 and beginning of Term 2 we endured!

I was a principal at the time of the SARS pandemic, which actually resulting in schools closing in Western Australia, something that we have avoided with COVID. However, the global impact of the COVID virus is far more devastating.

There is no manual for managing situations where so much is unknown. We just have to do the best we can in navigating our way through, but often, this brings out the best in people. We have been well supported by the Department of Education and our community has been respectful, understanding and cooperative in playing their part. It has truly been a team effort to get to where we are now, averaging 97% student attendance in week 4 and students clearly happy and feeling safe about coming back to school.

COVID Planning

Mark Walters has been updating our response plan (presented to the Board) and I also include excerpts from my address to the staff on Tuesday 28 April that detail key messages and actions. I acknowledge the staff for their flexibility and commitment to the education of our students. Evidenced no more so than by providing home learning packages to students who for various reasons exited early last term.

We are developing our own staged plan to reintroduce services and programs across the school in line with Department guidelines. Edu-dance made a very popular and deliberately planned return to our curriculum. The risk assessment proved that it carried very low risk, primarily due to no equipment being required for the children, the hygiene and physical distancing of teachers and changes to the choreography.

We have also invited essential services such as those supporting our students with special needs back on site.

Next steps include assessing after school providers. The Department is supporting small businesses affected by not being allowed on school sites by offering to waive the hiring fees and then reimbursing the school. Sue Morgan is currently handling this process for our providers.



Teaching and learning

To prepare for online learning at the beginning of Term 2, we provided relief for classroom teachers for the last 2 weeks of Term 1 so they could prepare online home learning packages. Teaching in an online environment is a skill the Schools of the Air and School of Isolated and Distance Education (SIDE) teachers are fully adept at. It is a very different environment requiring greater clarity and detail. It is also more intense on the student which can lead to cognitive overload if students spend too much time in this environment.

Even with this guidance, we fully appreciate the strain it may have put on parents; our expectations were therefore centred very much around maintaining family health and wellbeing rather than completing work if it proved too stressful for parents.

We had 44 students accessing online learning during the first 2 weeks of this term. PP- Yr 2 students were supported by Leechelle Ruscoe and extra time was given to Yr 4- 6 teachers who required it to support students in their class. However, this model was never going to be sustainable in terms of planning and supporting students, so the return to full time school was very timely.

The way we plan curriculum delivery throughout the year (pacing guides for teachers; curriculum overviews on the website for parents) has meant that we can ensure the continuity of all our programs. Both online and face to face programs covered the same content. In theory this means that if all children completed the home learning program or the face to face, they would be in the same place learning wise. The reality is that there was a broad approach to the home learning program for various reasons, which is very understandable.

Teachers are now focusing on finding out what students have learnt during this period and picking up from there.

Workforce

We are in the process of reviewing our post COVID workforce needs in response to the needs of our students. To provide the learning continuity for students in the early years, Mrs Ruscoe has been moved in to an Early Childhood coordinators role. This will involve her overseeing major curriculum programs such as Talk for Writing and inquiry learning as well as coordinating and providing support to identified students at all levels. Ms Jemima Salisbury will take over from Mrs Ruscoe in the classroom and Mrs Ashleigh Nolan will return to the PP/Yr 1 class for Mrs Cronan on a Wednesday (formally Ms Salisbury's role).

We have a number of staff who have been impacted by COVID-19 and have provided replacements as required. Mr Cohen has been absent as he has undergone a medical procedure; he is planning to return on 2 June.

Reporting to parents

What this means with reporting to parents through formal reports this term, is that it will look different. In particular, determining an achievement grade. Opportunities to collect valid information on student learning have been inconsistent which leads to inaccuracy.

Acknowledging this, Department guidelines for reporting to parents this semester do not require schools to grade students. At Floreat, teachers will be providing parents with an effort descriptor in each learning area taught, overall Attitude, Behaviour and Effort descriptors, comments in



Mathematics and English and a general comment. This will be communicated to parents after the long weekend.

Website and 'refresh'

Progressing the website and refresh of the school brand took a hit with the COVID situation. However, we have been working with Claire Yow to regain some momentum. Monies received from the P&C have been assigned to the website and we are currently producing text and information for it. The school has also commissioned a refresh of the logo, stationery and image so this can be built on through the next business plan. We will be asking for student and community input to the final decision for a refreshed logo.

Buildings, Grounds and Infrastructure

The new Outdoor Learning Area is complete and in use apart from the netted area; surrounds to the netting have been clad with soft fall and will be in use once students have been inducted on how to play on it. The Student Council are overseeing this. Landscaping will take place after the winter months.

An arborist was engaged to inspect all our trees at the beginning of term resulting in a timely prune of the large tree over the playground before the storm.

I have been working with Claire Shoebridge on P&C matters and aspects of COVID-19 that affect the operations of the P&C and thank her for her initiatives and consideration. We will continue to work together on re-introducing operations as restrictions are relaxed and on ensuring that the work of the P&C continues to be aligned to the direction the school.

Thank you to all P&C Executive and members for your support of the school in providing the best possible education for your children.

Jane Rowlands

Principal

Excerpt from principal's staff meeting address 28 April 2020.

Welcome back to Term 2 everyone after what I am sure would have been the most 'different' holiday you have ever experienced. The closest experience would be the SARS pandemic in 2003. Reflecting back on managing that experience as a principal, the current situation has been far more intense as the virus has impacted more seriously health wise and economically across the globe.

So we are all on the same page this morning, I want to bring clarity to how we are managing the COVID-19 pandemic at Floreat; the measures we have taken and our plans for the immediate future, and why.

I understand that many of you have concerns and want to assure you that your safety and wellbeing alongside our commitment to students is at the heart of every decision we make. So I will describe what is emerging from the modelling and profiling of COVID-19 which will hopefully help us all 'seek to understand'.

However, it is important that we all work together to keep our workplace safe. Every one of us plays a part in ensuring our staff's safety, our students' safety and our community's safety.



I'll address this under the following headings:

Our evidence base

Physical distancing

Risks to vulnerable populations in schools

Hygiene

Environmental cleaning

Psychological wellbeing

Communication – spread the word not the disease

Other information and moving forward

Our evidence base

Floreat is an evidence based school; we make all our decisions on a range of matters based on data, research, observations, experience and other relevant information to improve student learning, our school practices and procedures. By having a clear evidence base, we do not leave anything to chance and are able to select strategies and actions relevant to what the data tells us and then evaluate how these are going.

Cast your mind back 8 weeks when this pandemic began to surface and the message from the government was very clear – their decisions are based on the recommendations of the Chief Health Officer, with the Department of Health being the lead agency in managing the pandemic.

As Health and Education come primarily under the jurisdiction of each state and territory, many decisions are being made at a state or territory level which is why the response from the Western Australian government in some areas, differs slightly from that of other states and territories.

The process the Department of Health adopted would be similar to that we use at school with one key difference; there has been no precedent to COVID-19; little was known about the virus; so until its form and information on the way it spreads had been determined, there was an element of uncertainty involved. We are in a much better position now.

Over the past 8 weeks the pandemic's progress has been profiled based on a wide variety of data collected. Daily updates have been provided by the Department of Health in terms of number of cases in each state, sadly the number of deaths, the age and sex of those affected and through contact tracing, where patients contracted the virus. Research into the new virus provided information on the nature of symptoms, modes of transmission, the profile of people most at risk, the effectiveness of the strategies enforced on the community and the impact those strategies have in terms of risks to mental and physical health and the economy.

Now more evidence is available on COVID-19, the Chief Executive Officer is able to amend some of the original recommendations with a caveat that the situation continues to evolve and we need to continue to be flexible and open to changing our responses until a vaccine becomes available.



In an email to all department staff from Deborah Leavitt on behalf of the Director General, Lisa Rodgers sent Thursday 23 April, Lisa outlined broad strategies for the beginning of this term.

Attached to this email was a letter from our Chief Medical Officer, Dr Andy Robertson that in brief:

- Acknowledged the heightened levels of stress and anxiety we have experienced and thanked us for stepping up to the challenges.
- Outlined that through strategies of effective border controls, contact tracing, quarantine and social distancing, WA has experienced relatively few cases and no evidence of community spread.
- Recognised the pivotal role we in education play in the lives of children and young people in our community; the importance of school in providing stability, a sense of achievement and a rich learning environment to students and the importance a functioning education system has in supporting the wellbeing of a wider community, workforce and economy.
- Reaffirmed that that his advice regarding the benefits of schools staying open remain and that schools are safe for staff and children. Data evidence was provided – 1.8% of COVID-19 were school related cases in WA (8 student cases plus one teacher) most of which were travel related, all of whom had mild symptoms and have fully recovered.
- There has been no student to student transmission in WA and no cases of students to teacher transmission.
- Evidence was also provided from other states – In NSW and SA – one case of student to student spread and no student to teacher spread. This evidence is also supported internationally.
- As an aside, research has shown that the very large majority of transmissions in the community has been from a close family member having contact with someone who has travelled.
- Adults appear to play a role in both the introduction to and to a greater extent than children, transmission of the virus in educational settings which is why social distancing between adults remains important.

Physical (social) distancing

All the medical advice tells us that schools are safe and classrooms are capable of being managed without the 1.5m rule in place. The Australian Health Protection Principal Committee (AHPPC) published advice on reducing the potential of COVID-19 transmission in schools on 16 April and updated this advice yesterday to say that it does not believe that the venue density rule of no more than one person per four square metres is appropriate or practical in classrooms or corridors no maintaining 1.5m between students during classroom activities.

The AHPPC continues to note that there is limited evidence of transmission between children in the school environment; population screening overseas has also shown very low incidence of positive cases in school-aged children. In Australia, 2.4 percent of confirmed cases have been in children between 5 – 18 yrs (at 6am 22 April).

The AHPPC believes that adults in the school environment should practise room density measures given the greater risk of transmission between adults.

Based on this evidence and advice, at Floreat we will continue to promote and facilitate physical distancing of adults by the following strategies:



- Send strong messages that staff and students who are unwell must stay at home
- Reconfigure staff meetings throughout the term and the school development day on Tuesday 2 June so staff work in small groups enabling greater physical distancing; using Microsoft Teams and Webex as modes of communication. More work on how this could work later this week.
- Providing more options to staff in how and when they meet in small groups (PLCs) and encourage the use of Teams for communication.
- Encourage walking meetings
- Limiting unnecessary visits from non-school staff and parents (online or phone conferences wherever possible)
- Parents have been requested to pick up children outside the school
- No assemblies, external providers other than OSH, concerts, P&C and Board meetings (use Webex for these)
- Avoid direct social contact (handshakes, hugs etc)
- Raise awareness of the number of staff in staff rooms to ensure appropriate physical distancing
- Where possible, arrange classroom furniture to create as much space as possible
- Use outdoor areas more often for meetings and teaching where possible
- The playground will be reopened during school hours only. We have employed Lachlan Parker (Bridget's son) to clean the play equipment before recess, after recess and after lunch and then to put up the closed signs. He will also assist Nancy in cleaning sports equipment. Cleaning will be with recommended products and methods. We have also purchased extra equipment and product to ensure we can adhere to this process.

Risks to vulnerable populations in schools

- Our health and wellbeing is paramount as if we look after ourselves we can then assist others. I have been working with a number of staff whose health or that of a family member may be compromised by the current situation. Of course I will continue to do so as we move into another phase of managing the spread of the virus. I want to make some comments around the range of ways we can manage staff in our context. My first point is that decisions we make are unique to Floreat so comparing decisions to those made by other schools is not always valid. Every school situation is different even those schools that closely align to us. The culture, profile of staff, students, facilities, resources (fiscal, physical and human) and their budgets mean that decisions may be different from ones we make. Please be assured that all local principals keep in close touch to provide support and to bounce ideas off each other. To reiterate the process of supporting you, should you find yourself in a compromising position, please come and speak with me so we can work through an individual plan. A range of leave types has already been approved all within department guidelines. I also appreciate that these may change as the term progresses but again, I will work with individual staff on that.
- I would like to clarify arrangements around working from home. If your role is a face to face teacher it is not possible to deliver lessons from home without the school paying for another teacher to provide duty of care in the classroom. Our budget cannot support this (cost of one teacher is almost \$3000 a week). Alternative working arrangements **may** become available for staff who are either medically at risk or caring for a vulnerable family member once the number of students attending school has been determined. Please be aware that the situation is likely to change should we get a second wave of infections or if we continue to reduce the spread and have more children returning to school.



- I will continue to support leave requests for staff. Please be on the front foot with this as it is likely that relief teachers will be in high demand.
- We will work with parents of students with complex medical needs to seek medical advice to support an informed risk assessment and devise and implement care and hygiene plans if appropriate. Emily will be working on this today.
- We are aware that some parents struggled with their children being at home and that mental health and wellbeing may be issues we need to support parents with.
- We are also aware that there are parents whose children will be accessing the home learning program due to them or a family member being vulnerable or at greater risk if infected with COVID-19.
- Regular communication is the key to identifying and supporting these families. To ensure we do this in a timely manner, we ask teachers to record when and which parents and caregivers they have had contact with. A spread sheet will be provided on One Drive so this information can be shared amongst staff (e.g. check in on families) and also with us in the office.

Hygiene

- Hand hygiene is the single most important way to prevent the spread of infection.
- Please revise the process of hand washing with your students. Soap and water is the most effective way to do this and must be encouraged by us all to the point that everyone becomes unconsciously competent and it becomes a habit. Hand washing must be in routines particularly before and after eating, using shared equipment, after sport and after going to the toilet.
- Hand sanitizer is provided for classroom use.
- For younger students a higher degree of adult supervision is required. Please revise the importance of covering coughs and sneezes using an elbow or a tissue and to place the tissue straight in the bin. Bins will be emptied more regularly.
- No sharing of food and drink
- Parents have been reminded that students should have their own water bottles to fill from drink fountains (drinking from fountains is strongly discouraged)

Environmental cleaning

- Toilets will continue to be cleaned during the day. The 'old' boys' toilets opposite student services have been reopened for Year 3 and 4 students. Year 5 and 6 will continue to use the toilets near the girls' toilets. Teachers please advise students. Additional cleaning time has been put in place for this to occur together with the cleaning of high frequency touch areas such as rails, door handles, and taps.
- Ipads and laptops are to be cleaned once a child has finished with it. Wipes or spray will be provided for this to occur. Teachers and education assistants will need to supervise. Older children can take responsibility for this. I ask that you set high expectations and follow through on them at the beginning of term so children get into the habit of cleaning them.
- Disinfectant spray will be provided to classrooms for use on desks. We suggest one clean during the day for regular classrooms. Students can assist in the upper years. Priority will be given to specialists for support in this area as they have a large number of children through their room each day. Lachlan will work with Nancy. Samuel will be scheduled to assist specialists. Education assistants please assist where practicable. Specialist may need to amend their programs to reduce the amount of equipment students share.



Psychological wellbeing

It is very important that we all pay attention to maintaining good habits including healthy eating, exercise and sleep.

Please look out for each other and provide each other with collegial support. Mark and I are always available.

Other support mechanisms available for you to access are PeopleSense, the Department's Employee Support provider or Emily, Jodie and Chaplain Sue in the Students Services team.

There are also many digital health services available over the phone and I also encourage you to connect with your GP, psychologist or other mental health professional via these modalities. We will provide you some recommended links.

Children are seeing and hearing an abundance of information about COVID-19 on the television, radio, social media as well as from other people. It is important that they are supported through what could be a stressful time including reassuring them that being worried and anxious is normal.

Our role in this is to get children back into the routine of school as this will probably help reduce their anxieties. I know from speaking with parents that they are really looking forward to coming back and being with their friends. I encourage you to make time for them to do just this.

Please be extra vigilant over children who may be struggling with the situation. Making time to talk and find out any misconceptions and worries will go a long way, highlighting the positive and things that are going well may assist them gain different perspectives. The Head to Health resource linked into our whole school approach to hygiene sent to you may help. Have a look at this in your time today.

At the beginning of each term we also remind students of the e-safety rules and contract that we have in school. For older children that bring mobiles, please also remind them of the policy and procedures and their responsibility to hand them in each day. E-safety resources have been provided to parents.

Domestic violence – social distancing restrictions have meant that children have had to stay at home which is not always a safe environment. There are not many cases of this in our setting but teachers who do have such cases please be alert to any signs. We must all remain vigilant to the additional stress the situation has had on our families and the ways this manifests itself in behaviour and anxiety. Please inform Mark or me should you have concerns.

Communication – spread the word not the disease

Prompt, clear and consistent communication will help to ensure everyone has access to current and accurate information. This will also help students, staff and parents understand that we all have a part to play in slowing the spread of COVID-19.

We will continue to put out regular communication to all staff and copy in the communication that will be sent to parents so you are aware of the messages.

We will also continue to put out regular communication to parents; strong feedback indicates this is appreciated and is providing clarity and confidence within the community.



It is important that all staff keep themselves informed by reading these communications and reinforce messages when speaking with students and the community. This helps us control the message, ensure consistency and that our communications are corporate. Inconsistency causes anxiety so please keep abreast of communications.

Media – it is likely that the media will be interested in reporting on schools returning. To cover yourself and our school community, staff are not to speak to the media. If you are put in an uncomfortable situation by the media, please do not give comment and let Jane or Mark know immediately or call the Department's media unit on 9264 5821.

Other information and moving forward

We are being well supported by the Department. We have access to regular updates from the DG and access to updated relevant information 3 times a week. Key documents we use for information and to plan from include the AHPPC guidelines, Operating Guidelines for Term 2 and all the updates on IKON. You can access full copies of these through IKON but please be assured we will be interpreting and communicating them to you through our regular channels.

In the DG's Webex last Friday, she alluded to possible relaxing restrictions which we saw yesterday. She alluded to the mass gatherings being last on the list; she also spoke about possible future testing in schools around some of the population being asymptomatic to the virus so that further information is gathered on its form.

We have been provided with an additional 1FTE cleaner and contributions towards additional cleaning products. However, we have been strongly encouraged to spend from our one-line budget, which we have been doing! Managing this situation so we can provide a safe working environment is the priority; it may mean adjustments have to be made down the track.

Marking attendance from tomorrow, students working from home are to be marked with an E, otherwise normal attendance procedures must be followed.

In moving forward once we know how many students will be back tomorrow, we must come up with a mode of operation to accommodate face to face teaching and supervising those working on the home learning program. Teachers will not be doing both unless we come up with a workable schedule. We ask you to think about how this could work in your PLC. After this session your priority is to ascertain which students will be returning tomorrow and send the list to the office. We can then make some decisions with you around how to manage the teaching and learning program.

You will also notice a Webex training session this afternoon. This is the platform we will use to communicate with students at home. (The Department is working towards this being done through Teams). We have selected to work with both of these platforms as they are supported by the Department and therefore secure.

In conclusion this term will be a different Term 2. I encourage you to not look too far ahead as the situation may change very quickly. Navigating face to face and home learning programs will require flexibility and creativity. We are learning new ways to communicate with each other and our students that will take time and practice. We may not get it right first time but we can do this. 'We're all in this together!'

Thank you in advance for your professionalism, support and for playing your part.

2020 P&C Events						
TERM	ACTIVITY	DATE	TIME	VENUE	TYPE	MANAGEMENT
ONE	Stay & Play 1 (ICE CREAM)	Friday, 7 February	5 - 9pm	School Oval	Social	P&C exec & school council
	Class Rep Drinks Catch-up	Tuesday 10 March	5 - 6pm	Playground Trees	Social	Class Rep Coord Exec
	Easter Colouring In Competition	Thursday 9 April	n/a	Social Media	Service	P&C exec
	Entertainment Books	April	n/a	n/a	Fundraiser	Karen Wilson
TWO	Mother's Day Stall	May	online	n/a	Service	Floreat Dads
	Gratitude Wall	18 May - 22 May	n/a	Chandler Ave fence	Service	P&C exec
	Lego Building Competition	8 June - 23 June	n/a	Social Media	Service	Events Exec
THREE	Earn & Learn - Woolworths	TBC	n/a	n/a	Fundraiser	School Council
	Father's Day Stall	September	TBC	Undercover learning area	Service	TBC
FOUR	Year 6 Graduation	TBC	TBC	TBC	Service	Year 5 & 6
	Floreat Dad's camping weekends	TBC	TBC	TBC	Social	Each year group
	Banksia	Orders by 5 November	n/a	on sale on Qkr	Service (free for Y6 & school admin copies only. Charges apply for all others)	P&C Exec
	Year 6 Rottnest trip	6 - 8 November	TBC	Rottnest	Social	Year 6
	School End of Year Concert	December	TBC	Oval & BB courts	School Event	School
TOTAL ESTIMATED FUNDRAISING:						



The Canteen

Report Details

Date	20 May 2020
Prepared By	Karen Wilson

Update and Key Activities

General

The Canteen usually operates 8.30 – 2.00 on school days and can be contacted by telephone on 0417 384 866.

Hours of operation are currently reduced at present due to Covid-19 and we are only providing a limited lunch service. Canteen usage is being continually monitored and assessed and we hope to gradually increase the availability of more items soon.

COVID-19 Plan

The Plan was developed by Claire Shoebridge, Karen Wilson and Jane Rowlands on 1 May 2020.

The plan is to provide you with some important information about the steps we're taking to minimise the risk of exposure to our school community and how we plan to support the provision of a food service in the coming weeks. This plan is consistent with the Western Australian Department of Education (DOE) Term 2, 2020 Operating Guidelines for Western Australian Public Schools. The plan can be found on the school website under The Canteen.

Canteen Sub-Committee

The 2019 Constitution states all sub-committees must be formally recognised at a General Meeting.

MOTION (KC): *That a Sub-committee be formed consisting of a minimum 3 financial members to be known as the Floreat Park Primary School Parents & Citizens' Association Canteen Sub-committee.*

Call for nominations to the canteen sub-committee.

MOTION (KC): *That the three employees; Karen Wilson, Lucy Stone and Angela Sturdy and Claire Shoebridge, as President of P&C, be elected to be on the canteen sub-committee.*



Terms of Reference

The Canteen is a sub-committee of the P&C and requires Terms of Reference. The ToR instructs the sub-committee on how to operate. The ToR will be presented as a motion later in the meeting.

Staff Training

All canteen staff have recently, in 2020, completed the following training programs:

FoodSafe® Online (food handling)

AHA Hospitality & Tourism COVID-19 Hygiene Course

Food Allergy Aware - All about Allergens

Term 1 dates

- Pre Primary visit was cancelled due to COVID-19
- Package Free Friday was cancelled due to COVID-19

Term 2 dates

- The Pre-Primary visit will be rescheduled to a later date, possibly in term 3.
- Package Free Friday will likely be a Package Free Recess later in term 2.

Menu

Our menu for term 2 is available on QKR and the daily specials are:

- Monday – Pizza
- Tuesday –Yummy Drummies and Burgers
- Wednesday – Teriyaki Chicken
- Thursday – Macaroni Cheese & Bolognese Pasta
- Friday – Pies and Sausage Rolls

All lunchtime food must be ordered in advance (before 8.50am) via the QKR app under the heading "Menu".

Recess counter sales are currently unavailable.

Swimming Breakfasts

In term 1 The canteen offering breakfast on Tuesdays and Thursdays after swimming training. Thank you to Ange and Lucy for providing this service to the hungry swimmers.

QKR

Floreat Park Primary School P&C Association



We have had mostly positive feedback from parents about how easy QKR is to use for ordering lunches. The back-end of the system is taking a little bit to get used to and we have hit a few hurdles some of which we have resolved and others we are working on, The P&C are currently covering the canteen's QKR transaction costs.

The addition of the "Canteen Payment" option is making it easier for parents to pay for forgotten lunches and for us to track, therefore eliminating the need to send money in with the children and them possibly forgetting to pay.

Roster

We are currently not allowed to have any of our wonderful volunteers in to help us at present, however, we look forward to welcoming them back hopefully in the not too distant future.

Our canteen relies on people giving their time to assist our canteen coordinators and any member of our school community is welcome to volunteer for a two hour shift, either 9.30-11.30 or 11.30-1.30. Please sign up online at <http://signup.com/go/Rm6mNb> - your kids will love to see you behind the counter (and there's a free icecream in it for them!)

New Computer

The canteen has a new laptop that is compliant with the school systems.

An IT Policy has been created to ensure the safe and proper use of the laptop by staff. (Policy to be ratified at the meeting)

Thanks

Thank you to our wonderful staff, Lucy Stone and Angela Sturdy for all their hard work to ensure a smooth start to the school year and to our volunteers in term 1 for finding the time to come in and help out.

Thank you also to Rebecca O'Brien who was The Canteen Convenor for the last 3 years, The Canteen staff and some P&C members contributed to the purchase of some flowers as a token of our appreciation for her support, dedication and work done during her time as Convenor.

Financials as at 20 May 2020

Income	42,515.42
Expenses	41,824.66
Profit	690.76

Notes to the Accounts

Floreat Park Primary School P&C Association



- 1) Income overall up this year compared to last year due to ATO Cash boost of \$10,000 and also Job Keeper subsidy of \$9,000. There should be another \$9,000 coming in early June to cover Mays job keeper wages.
- 2) Online sales compared with last year however are down by \$5,416.68 and Cash Sales down \$2,396.10 due to shutting the Canteen this year as a result of Covid19.
- 3) Canteen supplies and overall cost of sales down when compared to last year as a result of closing the Canteen
- 4) Accounting fees nil due to me not doing my invoice yet for this year. Will be preparing this soon and including in the P&L.
- 5) Credit card fees have increased due to implementation of new QKR system which charges fees monthly
- 6) Commission fees gone down substantially due to not using Quick Cliq anymore
- 7) Equipment is due to various bits of equipment purchased in the canteen.
- 8) Repairs is for recent dishwasher repairs
- 9) Superannuation is higher due to extra person employed and thus extra normal hours before Job Keeper top up, less volunteers, busier canteen.
- 10) Telephone slightly up due to timing of invoices
- 11) Wages very high due to the Job Keeper program (to ensure staff are being paid despite canteen closure and reduced hours). When taking into account the \$9,000 Job keeper income already received from ATO and also that the first fortnights wages for May are included but will be credited by the next ATO receipt due early June it is more in line with last year. It is still a bit high but this is due to increased staff as was necessary to employ late last year due to reduced volunteers and a busier canteen.

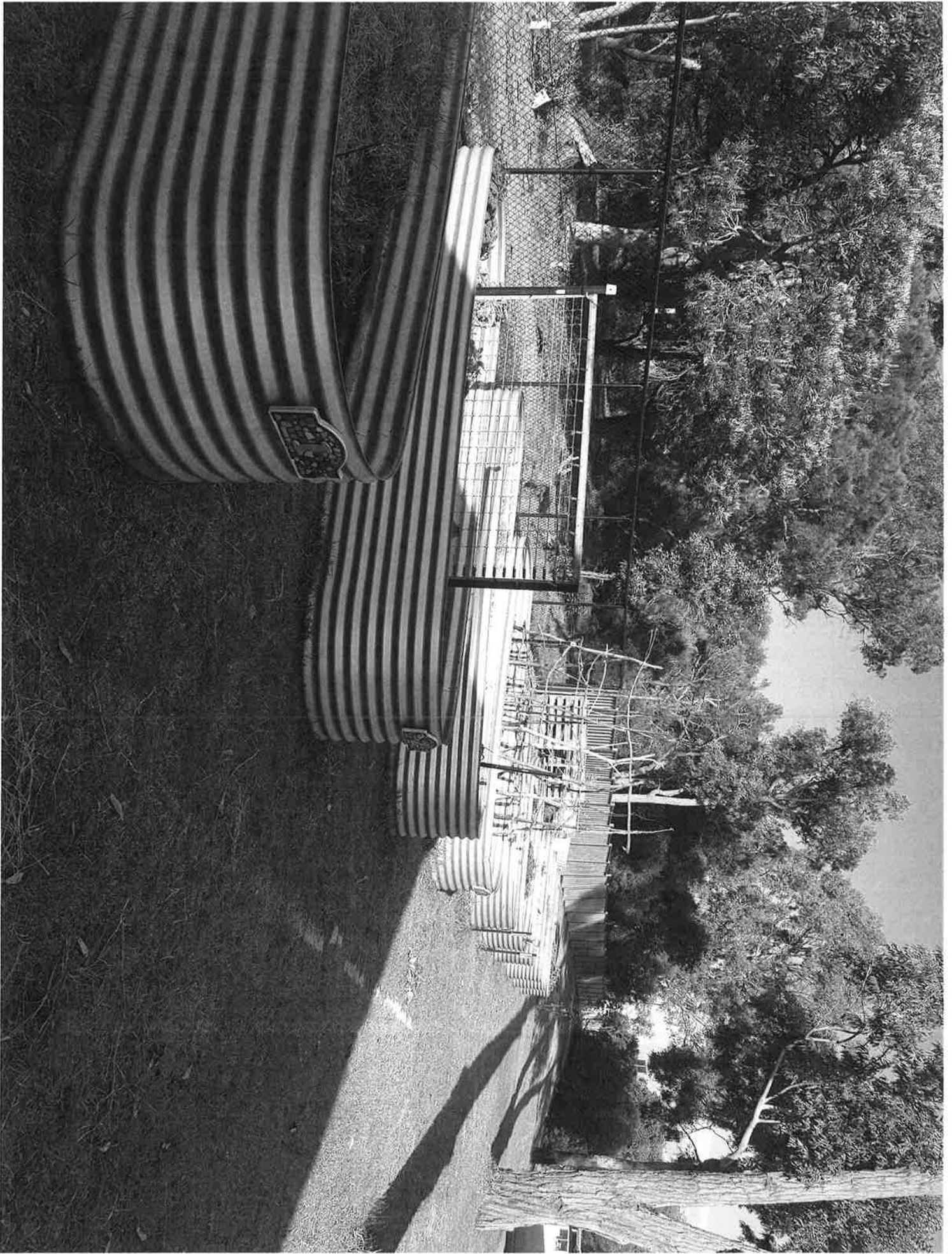
Profit and loss

Floreat Park P&C Canteen
38 Chandler Avenue, Floreat WA 6014, Australia
Compared to Last Year

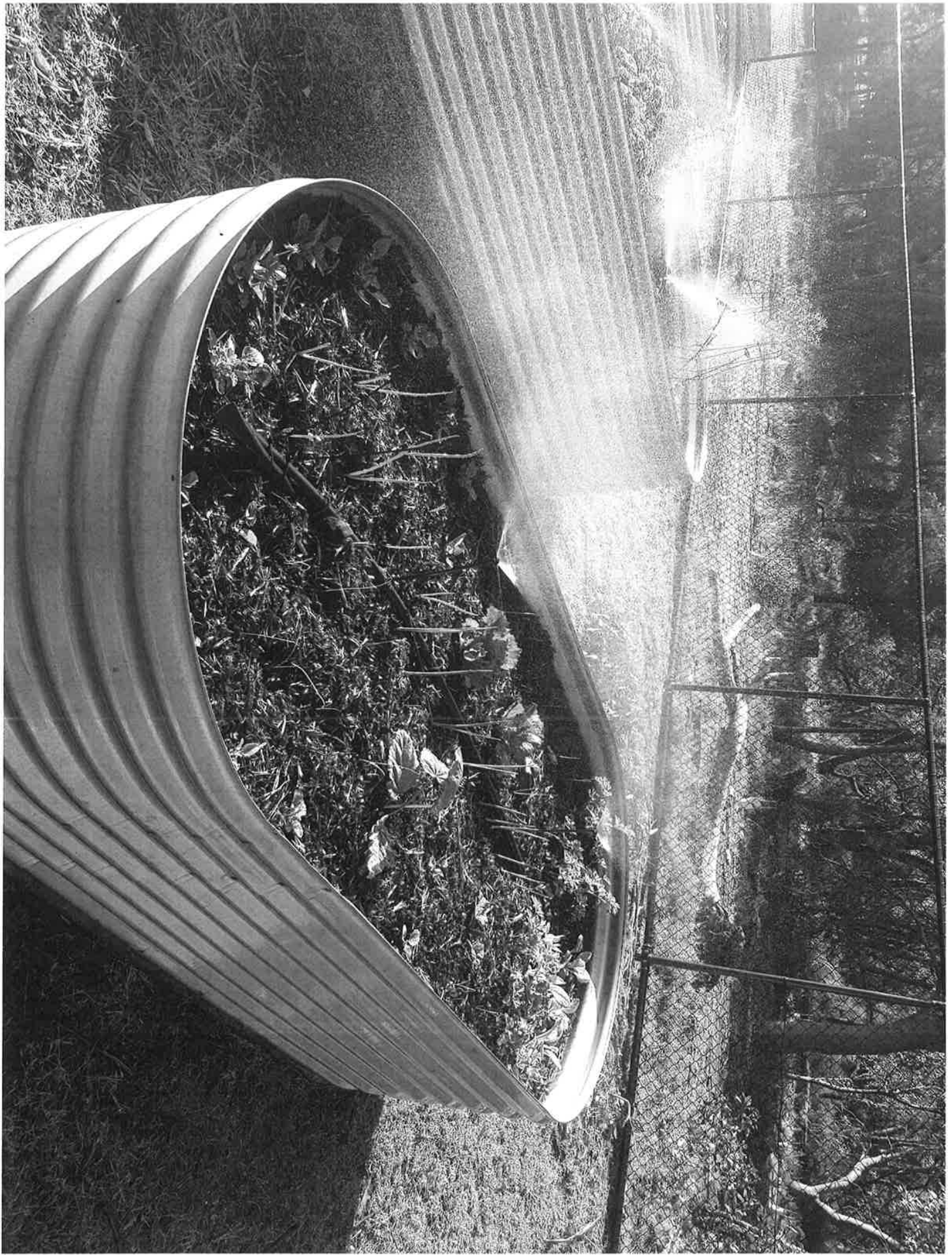
Accrual mode
01 Jan 2020 - 20 May 2020
ABN: 79221966715
Generated 20 May 2020

		Total			
		Actual	Last Year	Var \$	Var %
Income					
4-1800	Online Canteen Orders	18,937.62	24,354.30	5,416.68 ↓	22.2% ↓
4-2400	Cash Sales	4,332.80	6,728.90	2,396.10 ↓	35.6% ↓
4-4500	School Functions	245.00	65.00	180.00 ^	276.9% ↑
4-5000	Job Keeper Subsidy No GST	9,000.00	-	9,000.00 ↑	-
4-5500	ATO Cash Boost for Businesses	10,000.00	-	10,000.00 ↑	-
Total Income		42,515.42	31,148.20	11,367.22 ↑	36.5% ↑
Less Cost of Sales					
5-2000	Canteen Supplies	10,675.95	13,002.60	2,326.65 ↓	17.9% ↓
5-2800	Drinks	2,426.33	3,120.10	693.77 ↓	22.2% ↓
5-3000	Cleaning Products	13.98	21.17	7.19 ↓	34.0% ↓
5-3400	Bags and Paper	664.47	811.59	147.12 ↓	18.1% ↓
Total Cost of Sales		13,780.73	16,955.46	3,174.73 ↓	18.7% ↓
Gross Profit		28,734.69	14,192.74	14,541.95 ↑	102.5% ↑
Less Expense					
6-1000	Accounting Fees	-	725.20	725.20 ↓	100.0% ↓
6-1450	Credit Card Fees	606.72	54.88	551.84 ^	1,005.5% ↑
6-1500	Computer & Internet Expenses	300.00	285.00	15.00 ^	5.3% ↑
6-1700	Commission Fees	-	723.32	723.32 ↓	100.0% ↓
6-2500	Equipment	389.88	-	389.88 ^	-
6-4200	Printing & Stationery	201.88	343.84	141.96 ↓	41.3% ↓
6-4800	Repairs & Maintenance	375.53	649.00	273.47 ↓	42.1% ↓
6-5400	Superannuation expense	1,524.57	875.99	648.58 ^	74.0% ↑
6-5600	Telephone	197.32	117.00	80.32 ^	68.6% ↑
6-5750	Staff Amenities	-	0.95	0.95 ↓	100.0% ↓
6-6200	Wages & Salaries	24,448.03	9,220.75	15,227.28 ↑	165.1% ↑
Total Expense		28,043.93	12,995.93	15,048.00 ↑	115.8% ↑
Operating Profit		690.76	1,196.81	506.05 ↓	42.3% ↓

	Total			
	Actual	Last Year	Var \$	Var %
Plus Other Income				
Total Other Income	0.00	-	0.00	-
Less Other Expense				
Total Other Expense	0.00	-	0.00	-
Net Profit	690.76	1,196.81	506.05 ↓	42.3% ↓







**Floreat Park Primary School
PARENTS & CITIZENS' ASSOCIATION INC
CANTEEN SUB-COMMITTEE
TERMS OF REFERENCE**

1.0 NAME:

- 1.1 The sub-committee shall be called the Floreat Park Primary School P&C Association canteen sub-committee.

2.0 COMPOSITION:

- 2.1 (a) Not more than ten (10) members, at least one of whom shall be a member of the P&C Executive Committee.
(b) The President of the P&C shall be an ex-officio member.
(c) Canteen employees may be included in the sub-committee in a non-voting capacity only.
- 2.2 The members shall be elected each year by a General Meeting of the P&C Association by and from the financial and ex officio members of the P&C. In the event of a position becoming vacant on the sub-committee, an election may be held at a General Meeting of the P&C to fill the vacancy.
- 2.3 The sub-committee when formed shall elect from its members a Convener and a Secretary
- 2.4 A bookkeeper will be hired by the P&C and will act as the Treasurer of The Canteen.

3.0 RESPONSIBILITIES:

Subject to direction of the P&C Association the sub-committee shall be responsible for:

- 3.1 The financial management The Canteen.
- 3.2 Establishing and implementing a canteen policy
- 3.3 Establishing nutritional guidelines in line with Department of Education policy.
- 3.4 Ensuring relevant legislation in relation to taxation, superannuation, health and safety are adhered to.
- 3.5 Acquiring all suitable stock and goods for sale in the canteen, determine and frequently review prices and menus in consultation with the Canteen Manager.
- 3.6 Acquiring and maintaining suitable equipment provided that the annual expenditure shall not exceed the amount authorised by the P&C Association. Establishing a reserve account for the purpose of equipment replacement and long service leave provision for employees.
- 3.7 Operating a bank account at a level sufficient for the trading capital requirements of The Canteen.

As at May 2020

- 3.8 Recruiting volunteers as shall be considered necessary.
- 3.9 Advising the Executive Committee on staffing matters.
- 3.10 Providing reports to all General Meetings of the P&C Association and when required to the Executive Committee.
- 3.11 Establishing credit accounts with suppliers as required for the operation of The Canteen.
- 3.12 Ensuring that Grievance/Dispute Resolution procedures for volunteers comply with the P&C Constitution Rule 28.0.
- 3.13 Ensuring all recommendations for expenditure not included under section 3.0 of this Terms of Reference must form part of the sub-committee report to the General Meeting and be submitted to the P&C Secretary in compliance with *notice of financial motions* requirements (P&C Constitution Rule 24.1).
- 3.14 Manage professional development of all the employees. Specifically, training with regard to Traffic Light Training, food preparation, hygiene training, anaphylaxis and other training deemed appropriate for canteen employees.

4.0 DUTIES OF CANTEEN SUB-COMMITTEE CONVENER:

- 4.1 The Convener when present shall preside at all meetings of the sub-committee. In the event of the Convener being absent, the meeting shall elect a chair for the occasion.
- 4.2 The Convener shall ensure that a written report of the activities of The Canteen is presented to all General Meetings of the P&C Association (or Executive Committee) and at such other times as directed by the P&C Executive Committee. The report shall include, but not be limited to, a written financial report consisting of a statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statement/s and any recommendations requiring the attention of the P&C.

5.0 DUTIES OF THE CANTEEN SUB-COMMITTEE SECRETARY:

- 5.1 The Secretary shall have custody of the documents of the sub-committee and shall keep a full and correct record of its meetings. These documents and records shall be made provided to the P&C Association

6.0 DUTIES OF THE CANTEEN SUB-COMMITTEE TREASURER:

- 6.1 The Treasurer shall keep such books of account related to The Canteen activities as shall be directed from time to time, by the P&C Association. The Canteen Treasurer is responsible to the P&C Treasurer.
- 6.2 Arrange for paying of wages and deduction of taxation and superannuation etc.
- 6.3 Take out and keep current necessary insurance (e.g. Workcover and stock insurance).
- 6.4 A statement of receipts and expenditure, balance sheet and profit and loss must be prepared annually and all books passed to the P&C Treasurer.

As at May 2020

- 6.5 The Treasurer shall submit a written report including a statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statement/s to the canteen sub-committee.
- 6.6 Make payments as necessary for the day to day running of the canteen as authorised by the canteen sub-committee. Cheques can only be signed those signatories identified in the **P&C Association June 2019 Constitution** at Rule 17.6. All cheques must be signed by two persons, e.g. any two of the P&C President, Treasurer, Secretary, Vice-President of the Association and one member of the Executive Sub-committee who is appointed for such purpose at the Annual General Meeting of the Association. Associated documentation such as invoices and similiar should be attached to the cheque.
- 6.7 The Treasurer shall, after establishment of the reserve account and trading capital, transfer to the general fund of the P&C Association all surplus funds.
- 6.8 Ensure that all books of the sub-committee are made available to the P&C Association Treasurer as required or requested.

7.0 MEETINGS:

- 7.1 Meetings of the sub-committee shall be at such times and places as determined by the sub-committee provided that not less than forty-eight (48) hours notice is given. (Suggest seven days notice. It is desirable to meet at least once a month preferably just prior to a General Meeting of the P&C to enable a report to be prepared).

8.0 QUORUM

- 8.1 A quorum shall comprise 50% + 1 (one) of the current membership of the sub-committee.

9.0 VOTING:

- 9.1 All members and ex-officio members of the canteen sub-committee shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.

10.0 ALTERATIONS TO RULES:

- 10.1 All proposed amendments to these rules All must be approved by the General Meeting of the P&C Association.
- 10.2 The Canteen Manager is permitted expenditure to a limit of \$100 per week on The Canteen credit card to purchase perishable items.
- 10.3 The Canteen employees are permitted expenditure to a limit of \$50 per school term, in total for The Canteen, to purchase stationery items to use within the canteen.

NOTES:

1. *It is not a requirement that the principal be a member of the canteen sub-committee. However if the P&C Association wish the principal to be a member the principal can be either elected or ex officio.*
2. *The Treasurer of the P&C Association is the officer responsible for establishing the actual form of accounting used and is the officer ultimately responsible for all monies received or expended by the canteen.*

3. *The name of the bank account is to be School Parents & Citizens' Association (Canteen Sub-committee) Inc.*
4. *The canteen account is an account of the P&C therefore cheques must be signed by those persons identified in the P&C Constitution (June 2019) Rule 17.6 of these Terms of Reference cannot be amended. NO signatures should be placed on a cheque until details of the PAYEE and the AMOUNT have been entered.*
5. *Remember all funds in the Canteen Sub-committee account are the property of the P&C Association.*

**THE CANTEEN SUB-COMMITTEE IS AT ALL TIMES RESPONSIBLE TO
THE GENERAL MEETING OF THE P&C ASSOCIATION.**



USE OF INFORMATION TECHNOLOGY POLICY

As at May 2020

This Policy is to be read in conjunction with the other policies of the P&C and Department of Education (DoE).

Aim of Policy

The rationale behind the creation of this policy is to protect The Canteen employees and Uniform Shop Coordinator volunteer and to protect the privacy of members of the school community.

1. The P&C owns several laptops for use by the Canteen and the Uniform shop.
2. If the laptops are kept at the Canteen and Uniform Shop premises, they are to be securely stowed away and the premises locked.
3. Each laptop is password protected according to DOE ICT procedures.
4. If the laptop is taken home from The Canteen or the Uniform shop, then you are responsible for the laptop whilst it is at your home or otherwise within your reasonable control.
5. You are not permitted to allow any other person (who is not an employee of the P&C or an otherwise authorised volunteer as in the case of the Uniform Shop) to use a laptop provided by the P&C to you for any purpose without the prior consent of a P&C office bearer.
6. The use of external devices poses a significant security threat to the P&C as viruses, malware and other dangerous items may gain access. The use of external devices (such as USBs and external hard drives) must be avoided at all times unless expressly authorised.
7. You are not permitted to connect any USB or other storage device to any P&C laptop whether to upload or download information, without the express consent of a P&C office bearer.
8. You are not permitted to install any software or other program on any laptop provided by the P&C to you without the express consent of an office bearer of the P&C or otherwise at the direction of the P&C's IT providers.
9. The P&C Executive will have access to cloud-based software that The Canteen or Uniform Shop use.
10. You are not permitted to share the passwords used to access the laptop with any person who is not an employee of the P&C, an office bearer, or the P&C's IT service provider.



11. All laptops must be locked or shut down when not in use.
12. All laptops must be connected to power via a circuit protected power board and turned off overnight so as to not overheat.
13. Any personal documents saved on the device are accessible by the P&C office bearers. Such use of the laptop is discouraged.
14. You must not access any websites or use the laptop in any way which may be reasonably likely to introduce virus or malware to the laptop.
15. You must not connect the laptop to any public WIFI service.
16. Subject to DoE policy requirements, you must not change any passwords or privacy settings on the laptop without the consent of a P&C office bearer.
17. You must return any equipment provided by the P&C to you in the condition it was provided to you in (fair wear and tear excepted) whenever we require you to do so.
18. Employees and volunteers must complete an induction on the IT Policy within three (3) months of employment or volunteer role commencing. The induction will be completed in consultation with the ex-officio member on each sub-committee.

This policy forms part of your employment contract and/or the terms of engagement as a volunteer with the Floreat Park Primary School P&C. This policy may be updated by the P&C executive from time to time by notice to you.

This policy is to be read in conjunction with the provisions of the Employee's employment agreement and the other policies of the P&C (as issued from time to time).