

# General Meeting Agenda

**Date:** Thursday 19 November 2020

**Time:** 7:00 – 8:30 pm

**Venue:** Library

Floreat Park Primary School  
P&C Association



## Agenda Items:

Item	Time	Topic of Discussion	Attached
1	7:00pm	Open meeting, welcome and apologies	CS
2		Previous Minutes – to be ratified Conflicts of interests Constitution Rule Review – 12.0 Executive Committee	CS
3	7:05pm	Office Bearer Reports	
3.1		President & Vice President Report	CS & KC
3.2		Treasurer's Report	KS
4	7:30pm	Executive Reports	
4.1		Principal's Report	JR
4.2		Events & Fundraising Exec Report	ZK & CS
4.3		Communications Report	LL
4.4		Class Representative Coordinator Report	JG
4.5		Grounds Report	LM
5	7:50pm	Committee Reports / Comment	
5.1		Canteen Report	KW
5.2		Uniform Report	KC & LP
5.3		Safety House Report	AL
5.4		Floreat Dads Report	AB
5.5		Sustainability and gardening Report	JR and SA
5.6		Scholastic and book fair	AH
6	8:20pm	Other Matters:	
6.1		School banking co-ordinator recruitment	CS
6.2		2021 P&C Project	CS
6.3		Traffic Management Chandler Avenue	CS
6.4		Banksia 2021	CS
6.5		Bike rack improvement	CS
6.6		Correspondence	ND
6.7		General Business	

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	Next Meeting:	CS
	8:30pm Close of meeting	CS

## AGENDA

### Constitution Rule Review (CS)

#### 12.0 EXECUTIVE COMMITTEE COMPOSITION

12.1 Where the Association represents a **small school** the Executive Committee shall comprise:

- i. President;
- ii. Vice-President;
- iii. Honorary Secretary and Honorary Treasurer;
- iv. Principal; and
- v. Not less than two (2) other members.

12.2 Where the Association represents a school that is not a small school, or where the Association represents a group of schools the Executive Committee shall comprise:

- i. President;
- ii. Vice-President;
- iii. Honorary Secretary
- iv. Honorary Treasurer;
- v. Principal; and
- vi. not less than three (3) other members.

But with the approval of a **General Meeting** the positions of Honorary Secretary and Honorary Treasurer may be held by one person elected for that purpose at a General Meeting.

12.3 The officers of the Executive Committee shall be elected at the **Annual General Meeting** of the Association by and from the **financial members** of the Association.

12.3.1 An election shall be held at a General Meeting of the Association to fill any vacancy on the Executive Committee.

12.4 Where there is an equality of voting for any position the result shall be **declared by lot**.

12.5 The Principal of the school for which the Association is formed and where the Association is formed for a group of schools, the Principal of each school for which the Association is formed shall be an ex officio member of the Executive Committee.

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### 3.1 President and Vice President's report (CS and KC)

#### Term 3 Honours List:

#### **Karen Wilson, Ang Sturdy and Lucy Stone – Canteen employees**

These ladies work tirelessly in the Canteen to provide nutritious meals and snacks for our children. They have gone above and beyond in their efforts and ensure all volunteers feel welcome. Thank you for another stellar term ladies!

#### **Uniform Shop Committee – Louise Phelan, Kristy Corbett and Fiona van Den Berg**

There is never a quiet term in the Uniform Shop and this term is no exception. The team in the Uniform Shop have worked hard liaising with suppliers, organising and washing second-hand uniforms and serving our community, whilst having a laugh! Thank you for all your hard work and dedication.

**Bianca Howe, Caroline Sputore and Amy Toohey** for organising a wonderful Halloween Quiz Night. This annual tradition gets better every year.

**Jen Wilding** – for taking on the fun of the 2020 Disco organisation!

#### Term 3 President and Vice-President Report

#### **Bookkeeper recruitment**

Louise Birbeck has been the amazing bookkeeper for the Uniform Shop and The Canteen for many years. Louise's youngest child is graduating this year so she is moving on to greener pastures. Thank you Louise for all your insight, support and guidance with the P&C businesses.

Toni Blundell and Mel Reid were voted by the P&C Executive (refer to minutes) to be the new bookkeepers for The Canteen and Uniform Shop. They are volunteering in this role. Both have professional experience in accounting and have held Treasurer positions in community clubs recently.

#### **Infrastructure Levy vs General Levy**

There are two Contribution and Charges the P&C asks families to cover at FPPS.

- General Levy (\$152). Will be used for targeted initiatives, all of which will have a direct benefit to every child in the school. Recent (2019/2020) purchases include STEM resources, sport marquees, flexible furniture, library furniture and Outdoor Learning Area equipment etc.
- Infrastructure Levy (\$102). Allocated to longer-term whole of school priorities related specifically to infrastructure within the school. Recent (2019/2020) purchases include the Interactive Whiteboards and Laptop leases)

#### **Ticketing of P&C Events**

What is a P&C Event?

WACSSO's advice was "an event is considered a P&C event when the key objective of the event is to contribute towards better outcomes for the students."

What needs to occur for an event to be a P&C event?

- Voted on at a general meeting (or by the P&C Executive)

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- Budget presented
- Money flows through P&C bank accounts
- Organised by a current financial P&C member

With all of these in place the P&C liability insurance is likely to be applied.

Events considered to be a P&C Event - Disco, Mother's Day Stall, Fun Runs, Kindy/PP tea towels, Kindy camping, ALL fundraisers for the P&C.

Events not required to be a P&C Event – class parent drinks at the local pub, parent social events when the primary purpose is NOT to fundraise.

Draft Event Guidelines have been created (attached as **Annexure B**). Feedback was sought from past event organisers on how these guidelines may have helped/hindered the process for them. Positive feedback was received on the clarification of who to report to, a process to follow. Further recommendations were received on the creation of a P&C Equipment List, Event Checklist and a Report Template. These will be created for 2021.

Feedback is always welcome and encouraged via [info@fppspc.com.au](mailto:info@fppspc.com.au) or through your class rep.

Thank you to the wider school community for the ongoing support throughout 2020. Things are looking up for 2021 with several things on the agenda and a few areas of the school looking to receive a revamp. The support the P&C receives from parents and guardians is very much appreciated; all the volunteers often go about their business without recognition. Thank you for all of you who play an active role in the community at FPPS – it would not be the same without you.

## 3.2 Treasurer's report (KS)

See **Annexure C**.

## 4.1 Principal's report (JR)

See **Annexure D**.

## 4.2 Fundraising / Events report (ZK and CS)

### Events which have occurred since last P&C Meeting

- Father's Day Stall
- Athletics Carnival Bake Sale
- Year 3/Whole of School Quiz night
- Kindy/PP Tea towels – over \$2800 in profit for the P&C! Thank you Kindy/PP families.

### Events (planned/proposed)

- Student Disco – Friday 27 November – budget present and passed via Exec meeting
- Kindy Camp out – Saturday 28 November – budget present and passed via Exec meeting
- Stay & Play – Friday 4 December – Free icypoles!

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### 2020 Events

The P&C Executive made the decision in term 2 to keep P&C Fundraising events and community events to a minimum this year. It was a difficult decision as P&C events help connect and create a vibrant school community. Through the challenges we have all faced in 2020 the community has continued to support each other. 2021 will have a number of events and activities for the FPPS community. Thank you for your understanding.

### 2021 proposed events schedule (see attached Annexure E)

Family sundowner – wk 3 or 4, term 1 2021 (Annexure F). Fundraiser for 2021. Link to Harmony Week celebrations.

Year 6 graduation (Annexure G is the proposed budget), proposed to run as follows:

- All ticket sales will be purchased through [trybooking.com](https://trybooking.com)
- vendor payments will be made using the funds available from ticket sales
- organiser will request the Exec to pay vendor invoices (from the P&C bank account) to a maximum of \$2,000. These invoices must not be gift or alcohol related.
- At the end of the event, the updated funding spreadsheet complete with actuals will be returned and any surplus funds from the event transferred to the P&C bank account.

**MOTION (CS):** I propose a motion that the budget for the 2021 Family Sundowner be endorsed.

**MOTION (CS):** I propose a motion that P&C spend up to \$200 for the term 1 Stay n Play 2021.

**MOTION (CS):** I propose a motion that P&C provide a float up to \$500 for the State Election bake stall and sausage sizzle in March 2021.

**MOTION (CS):** I proposed a motion that the budget for the year 6 graduation be endorsed.

### 4.3 Communications report (LL)

As the school and P&C had a super busy term 3 so did Comms. Thanks to everyone for providing updates and images to include in the Term 3 newsletter.

### 4.4 Class Representative Coordinator report (JG)

This term has been much more social than the previous terms this year. The class reps have done a great job organising not only parent catch ups but park plays and morning coffee meetings which is great to see. The new weekly report has been well received and I would like to thank everyone for forwarding it onto the classes in a timely manner.

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As this will be the last P&C meeting for 2020, I would like to take the opportunity to thank all the class reps for their assistance and support this year. I'm looking forward to seeing what 2021 brings and I wish everyone a happy and healthy end to the year and holiday break.

### 4.5 Grounds Report (LM)

Nothing to report.

### 5.1 Canteen report (KW)

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. New canteen email address is [canteen@fppspc.com.au](mailto:canteen@fppspc.com.au)

#### Term 4 dates

- Pre Primary visits – Pre Primary students now visit the canteen at lunch time.

#### Menu

Our menu for term 4 is available on QKR and the daily specials are:

- Monday – Pizza
- Tuesday – Sushi
- Wednesday – Yummy Drummies & Chicken Burgers
- Thursday – Fried Rice
- Friday – Pies and Sausage Rolls

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

A variety of food is available at recess over the counter for cash

Icy treats and drinks are available at lunch over the counter for cash

#### Roster

Term 4 is our busiest term the 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!)

Year 5s helping serve at lunchtime as year 6s are busy preparing for graduation and going on camp

#### IT

Old laptop cleared and given to STEM

Email and software issues are still being worked out with various companies

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## Wishlist

Splashback for sink area – quotes to be submitted at Meeting

Thanks

Thank you to our wonderful staff, Lucy Stone and Angela Sturdy for all their hard work in the canteen and to our volunteers for finding the time to come in and help out.

Financials as at 30 September 2020

Income	136,367.69
Expenses	112,440.16
Profit	23,927.53

## 5.2 Uniform report (LP and KC)

TBA, likely a verbal report at the meeting.

## 5.3 Safety House report (AL)

Verbal report at the meeting.

## 5.4 Floreat Dads (AB)

A verbal update will be provided at the meeting.

**MOTION (CS):** I propose a motion to reimburse Alex Bertram \$500 for the initial loan for the Floreat Dads initiative on 13 September 2019 as indicated on the signed Stat Dec received.

**MOTION (CS):** I propose a motion to adopt the Terms of Reference for the Floreat Dads sub-committee.

## 5.5 Sustainability (JR) and gardening (SA) report

**MOTION (CS) :** I propose a motion to reimburse Sarah Ainslie a total of \$188.47, based on receipts provided, for materials purchased to support the garden beds throughout 2020.

## 5.6 Bookfair and Scholastic Book Club (AH)

Scholastic Book Club P& C Report – Term 4 2020.

Current Rewards :\$227

Used: \$326

Total order amount for Issue 7: \$2200

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Schools earn 20% (10% for home deliveries) in Scholastic Rewards on all Book Club orders to help them obtain more books and additional learning resources. One Scholastic Reward = One Dollar. Scholastic Rewards can be used to pay or part-pay for any Book Club, Teacher Essentials or School Essentials order, including Teaching Learning programs order. Scholastic Rewards are earned on the net value of the order.

Floreat Park Primary School is one of the largest schools for orders within Western Australia and has steadily increased to having an average issue order turnover of \$1.5k, with significant earnings from the biannual book fairs. However, as the school has grown, so too has the responsibility and coordination of the Book Club.

To better ensure effective use of the rewards and the overall running of the club within the school, the role of the Scholastic Book Club Coordinator will be modified next year with the introduction of an overall coordinator and two sub roles.

The Book Club Coordinator will be in charge of the Rewards program which is used by the school to purchase resources. They will also have overall coordination of how and when the Book Fair will occur and liaise with the Book Club orders in regard to appropriate time for bundling and distribution. In this restructure, the two current roles of Book Fair Coordinator and Book Club Order Coordinator still exist, however they will work as a team with the Club Coordinator overseeing both roles.

This structure has been informally in place this year, however as the Book Fairs have not been able to occur due to Covid-19, it has made the need for restructuring evident in moving forward in 2021. In formalising this structure, it will ensure transparency in responsibility and effective communication regarding the overall running of the book club within the school, especially in regard to ordering and cataloguing of resources for teachers and assistance in the running of the fairs and processing orders from the school community.

In this proposed restructure for 2021, Jodie Barnes as the School Librarian will be the Scholastic Book Club Coordinator.

Amanda Herbert, the incumbent Book Club Order Coordinator, is stepping down. Any expression of interest for the role will be supported by Amanda in providing handover either in Term 4 2020 or the beginning of Term 1, 2021. Any queries regarding this role can be forwarded to Amanda at [Amanda.herbert920@gmail.com](mailto:Amanda.herbert920@gmail.com)

Issue 8 is the final issue for the year, however due to delays in shipping, guaranteed delivery before the end of the school term is doubtful. Therefore, Issue 8 will not be provided as an option to the school community.

Amanda Herbert  
Scholastic Book Club Coordinator

### **6.1 2021 P&C Positions vacant (no voting will occur at this meeting for these roles)**

Vice President  
Secretary  
Uniform Shop committee member  
Scholastic Book Club co-ordinator

Email [info@fppspc.com.au](mailto:info@fppspc.com.au) for further information



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### 6.1 School banking co-ordinator and bank account – update (CS)

**MOTION (CS):** I propose a motion that Betty Zhai be elected as a School banking co-ordinator for 2021.

### 6.2 2021 P&C Project – discussion item (CS)

What project would the community like the P&C to fundraise for in 2021?

### 6.3 Traffic Management Chandler Avenue (CS)

#### (a) Traffic Warden – type B crossing

This is located near the basketball courts. Trying to get it upgraded to a Type A. Please use

the designated area on Chandler Ave to safely cross the road.

#### (b) Kiss & Drop – safety

At peak times this is a dangerous area for children (& parents/guardians) to be crossing the

road. Have you considered the following? Pick up at Floreat Forum near Flourish?

Pick up

at Tennis courts (students to cross the road using crossing on Chandler Ave)? Pick up on west side of McLean oval? Leave home/work 5mins later and miss the rush?

If you must be at Kiss & Drop, please move car up to next car in line, keep car running and

remain with the vehicle. Limit social chat – the traffic is sometimes blocked up all the way to McLean oval.

### 6.4 Banksia 2020

In previous years, the P&C has ordered 450 Banksia year books. However typically only 350 are sold. Families last year purchased books for \$15, year 6 students received one free copy. This is a cost to the P&C – approximately \$1500.

Class Reps were surveyed to help determine the pricing for 2020 Banksia. The School Board were also asked to provide their thoughts.

In 2020 the Banksia will be \$17; 350 Banksia's will be ordered – if we sell 350 it costs P&C \$26 (year 6 students will still receive a free copy)

**MOTION (CS):** I propose a motion that the P&C order 350 Banksia year books and sell to members of the school community for \$17 at a loss of \$26 to the FPPS P&C.

### 6.5 Bike rack area improvement

Bike riding and scootering to school are popular modes of transport at our school.

This is awesome and to support kids and parents with this we are looking at revamping the bike rack area in 2021. Currently working with Jim Green on sourcing

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bike racks, but also looking at leveling the area, enclosing the area, making it look more appealing from the street.

If you have ideas as to how to improve this area or have contacts to assist us with doing it economically please email [info@fppspc.com.au](mailto:info@fppspc.com.au)

We have collaborated with Floreat Lions to assist us with a financial grant for this project.

### **6.6 Correspondence (ND)**

Bank statements and junk mail primarily.

### **6.7 General Business**

#### **Date for next meeting:**

AGM – date tbd

# General Meeting Minutes

**Date:** Tuesday 25/082020

**Time:** 7:01 – 8:35 pm

**Venue:** Kindy

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Floreat Park Primary School  
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Agenda Items, per the Minutes:				
Item	Time	Topic of Discussion		Attached
1	7:00pm	Open meeting, welcome and apologies	CS	<b>Annexure A</b> are the Minutes from the previous meeting
2		Previous Minutes – to be ratified	CS	
		Conflicts of interests Constitution Rule Review – 18.0 Sub-committees		
3	7:05pm	Office Bearer Reports		
3.1		President & Vice President Report	CS & KC	
3.2		Treasurer's Report	KS	<b>Annexure B</b>
4	7:30pm	Executive Reports		
4.1		Principal's Report	JR	<b>Annexure C</b>
4.2		Events & Fundraising Exec Report	ZK & CS	
4.3		Communications Report	LL	N/A
4.4		Class Representative Coordinator Report	JG	
4.5		Grounds Report	LM	N/A
5	7:50pm	Committee Reports / Comment		
5.1		Canteen Report	KW	<b>Annexure D</b>
5.2		Uniform Report	KC & LP	<b>Annexure E</b> (terms of reference)
5.3		Safety House Report	AL	
5.4		Floreat Dads Report	AB	<b>Annexure F</b>
5.5		Sustainability and gardening Report	JR and SA	
5.6		Scholastic and book fair	AH	
6	8:20pm	Other Matters:		
6.1		School banking co-ordinator recruitment	CS	
6.2		Ticketing of P&C events	CS	
6.3		Bookkeeper recruitment	CS	
6.4		Correspondence	ND	
6.5		General Business		
		Next Meeting:	CS	
	8:30pm	Close of meeting	CS	

# General Meeting Minutes

**Date:** Tuesday 25/082020

**Time:** 7:01 – 8:35 pm

**Venue:** Kindy

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**Present:** Claire Shoebridge, Kristy Corbett, Kirstie Smyth, Mark Walters, Jane Rowlands, David Graieg, Liz Lockett, Ann Johnson, Jacquie Georgiu, Betty Zhou, Sarah Ainslie, Karen Wilson, Liz O’Dea, Bianca Hayley, Fiona Hyland, Mim Basso, Narele McLean, Vernita Hanrahan, Liz Mayhead, Heather Anderson, Ckaie Yow, Michelle Pedlow, Melinda Reid, Toni Blundell, Troy Sinclair, Jess Dyer, Natalie Low, Liza Johnson, Rob Minson, Zoe Kai, Alex Bertram, Charles Zheng, Phillida Rodic, David Reid and Rachel Brown

**Apologies:** Louise Phelan, Rod Cohen, Sarah Fenner, Julia Franz and Luke McCarter

## MINUTES

**CS:** Present and apologies  
Conflict of interest

**Motion: Minutes of 4 June 2020 be ratified as true and correct (CS). Seconded by ND. Motion carried.**

**CS:** Review of the Constitution Rule Review regarding sub-committees

### 3.1 President and Vice President’s report (CS and KC)

#### Term 3 Honours List:

##### **Shelley Jenkinson & Mike W (grandparent volunteer)**

For assisting with judging the inaugural Lego building competition. There were lots of amazing entries and we are looking forward to a bigger and better event in 2021!

##### **Tiana Litterick & Sue Morgan**

For going above and beyond when working with the P&C Executive on implementing Qkr! Changes and statements. We could not do it without you, thank you!

##### **Class reps**

For forwarding on comms emails in a timely fashion to ensure all our community are aware of all the happenings across the school. For organising class catch ups with parents and park play dates. For welcoming new families into the classroom and FPPS community. You all have such an important role to play and the P&C Executive and school staff appreciate your efforts.

#### Term 3 President and Vice-President Report

Welcome to new families at FPPS! Welcome to the FPPS Kindy!

##### **IT Policy for Canteen and Uniform Shop**

Employees of The Canteen and volunteers at the Uniform Shop have completed the IT Policy induction.

##### **Job Keeper**

This payment will cease at the end of September 2020 as our sales have returned to 2019 numbers.

##### **Qkr! Update**

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Significant changes occurred over the holidays with the aim to make it more user friendly. The changes coupled with paper statements being issued have increased levy payments significantly.

## **P&C Comms**

There is a weekly email sent out over the weekend via all class reps with an update on what is happening in the school in the coming week. Further information is shared through our Facebook page and important messages are circulated via Connect.

Feedback is always welcome and encouraged via [info@fppspc.com.au](mailto:info@fppspc.com.au) or through your class rep.

## **3.2 Treasurer's report (KS)**

See **attached**.

Music room instalment due in a month. Another \$16K to come in via QKR.

Furniture and equipment for outdoor learning and parent information sessions.

**Motion (KS): To approve the \$5,000 for the furniture and outdoor equipment seconded. Motion carried by majority. Seconded Karen Wilson. Majority carried.**

Discussion re income and payments. Explanation of the difference between infrastructure and other levy.

## **4.1 Principal's report (JR)**

See **attached**.

Planning, esp re enrolment numbers for 2021. Advertising for deputy principal to commence term 1, 2021. 2 adults only for learning journey and booking system will be in place.

(MW) Technology update and an overview of the history of FPPS' ICT strategy. Reviewing ICT strategy and whether we do BYOD. Committee together. Question from floor re timeline that going to be 2021 consultation, start new process in 2022.

Pupil free days in 2021 – 27 and 28 Jan 2021, 8 June (after long weekend), Friday 3 September and 12 November 2021.

## **4.2 Fundraising / Events report (ZK and CS)**

### **Events which have occurred since last P&C Meeting**

- Lego Building Competition
- IT/app Workshop for EAL/D families
- Kindy/PP Fashion Night
- Class/year group catch ups
- Floreat Dads Night Out
- Principal Appreciation Day
- Science Week

### **Events (planned/proposed)**

- **Fathers' Day Stall** – delivery to classrooms Friday 4 September

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- 9 family owned businesses on board (She's In Parties Catering, Flower Market, Amore, Some-day Coffee Co, la Sante Wellness, Padel Perth Reabold, Rise Pizza, Bedtime Daddy Book & Nowhere Man Brewery). Please support these businesses.
- Website will be ready from this weekend – similar format to Mother's Day Stall.
- Kindy classes at the beginning of the week will need to collect items from main school Front Office on Friday 4 September, if there are no older siblings.
- **Athletics Bake Sale**
  - Apologies for the confusion regarding the event status
  - A small committee is organising the stall which will adhere to Covid requirements.
  - Parents are asked to drop off baked goods to the stall the morning of the event.
  - Each class will be asked to have at least one volunteer for a short time on the day.
  - A coffee van will also be on site for all your caffeine and hydration needs.
  - Funds raised will go towards the new marquee purchase.

**MOTION (CS) : CS proposed the organisers of the Athletics Bake Sale receive a cash float of no more than \$500 to enable the smooth running of the event. ND seconded it. Carried by majority**

- **Student Disco**
  - Looking for a parent volunteer to organise this fun event.
  - Email [info@fppspc.com.au](mailto:info@fppspc.com.au) if you and a couple of friends are keen to co-ordinate this fun night out for the kids!
- **Kindy Camp out**
- **Kindy Tea towels**
  - Class reps and parent volunteers will be co-ordinating the traditional Kindy tea towels.
  - **Kindy/PP tea towels (KC) Looking for vollies from kindy to assist**

**CS:** Need to look at what further big projects will be aimed for in 2021. No big fundraising events in 2020.

## 4.3 Communications report (LL)

Nothing to report.

## 4.4 Class Representative Coordinator report (JG)

The Class Representatives have started organising both after school plays and parent catch ups. The feedback has been really positive and parents are enjoying meeting each other socially for the first time this year. It has also been a great opportunity to welcome some new parents to the school. I am still receiving feedback from some parents that they are not receiving any P&C weekly comms from their class Rep. I have asked the Class reps to let me know if there is anything preventing their ability to send it out, I am yet to receive any responses.

## 4.5 Grounds Report (LM)

Nothing to report.

## 5.1 Canteen report (KW)

See [attached](#).

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KW: PP visiting canteen on Wed 23 September. Currently on winter menu. Will change in term 4 in summer. Vollies ae back. FPS is the only school that has a canteen that operates 5 days a week.

Year 3 email from Ms Chia re plastic forks and spoons. Looked into other options. One is compostable forks and spoons. Discussion re whether acceptable to parents to add a small surcharge to the canteen purchases. General agreement to the principle.

## 5.2 Uniform report (KC)

Since the last report in May, the Uniform Shop has processed 164 orders.

We are no longer stocking the Sky Blue/Navy Bucket Hats in the shop as part of our streamlining objective. Going forward we will only carrying the Reversible Faction Bucket Hat.

We are planning to have a *Fire Sale* in Term 3 on all discontinued clearance stock. These products are old surplus stock such as the Dresses, Micro fibre Jackets, Jazz Pants and Surf Hats. We have limited quantities and sizes but they are very heavily discounted. Stay tuned for a date!

Louise and Fiona from the Shop are currently seeking another Uniform Shop Coordinator. Please contact us at the shop if you are interested in taking up this role.

Due to changes in the uniform policy and poor sales of some lines of uniform stock, particular uniform items need to be written off. Although it is unfortunate financially to have to write off stock, this is very old stock that was purchased some time ago, and as it will not be sold it the Uniform accounts need to reflect this, and it needs to be removed from the uniform shop.

**MOTION (KC): Motion proposed to write off 9 x size 14 school dresses at a cost of \$39 each plus GST (\$386.10) and 57 x assorted sizes tartan school skirts at a cost of \$38 plus GST (\$2 382.60) = \$2,768.70. Liz Lockett seconded. Majority carried.**

The implementation of the sub-committee, a tightening of the uniform policy with fewer items in the uniform policy and an improved uniform supplier agreement with Spartan (as outlined by Louise) will work towards ensuring we don't need to write off large amounts of stock again. Adopting a Term of Reference for the uniform sub-committee will also ensure additional guidelines are in place for the ordering of stock.

Discussion re what to do with written off stock. Any contacts for charity, contact KC

**MOTION (KC): Motion proposed to adopt the attached Terms of Reference for the Uniform Sub-committee, based upon the WACSSO recommended Terms of Reference for Uniform sub-committees. Bec seconded. Majority carried.**

As people are aware, the school is currently updating the school logo which means the uniform logo will also be updated, which is most evident on the polo t-shirt. Although our stocks are currently at the level where we would normally order more polo t-shirts, it has been decided that further polo t-shirts will not be ordered, likely creating a short-fall before the new stock is available. This decision was made with the support of the school as the P&C is reticent to be left with surplus stock that parents are (understandably) reluctant to purchase, which means further stock would have to be written off by the P&C. Any parents with questions regarding this decision are to direct them to the P&C via the [email: info@fpps.com.au](mailto:info@fpps.com.au), queries ARE NOT to be directed to uniform shop volunteers.

Question re how long can wear old shirts for when new logo is out. As long as you like. Changing fabric? Yes, the new t-shirt is like a cotton mix, hopefully more stain resistant. Timeline for the new logo? Claire Yow said in phase 2 of design development, narrowed down to two options. Will be a

# General Meeting Minutes

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**Venue:** Kindy

Floreat Park Primary School  
P&C Association



voting process. Parents and children voting in a shortlist once approved internally. JR – getting a suite of logos but its really the centre piece that needs to be worked on.

## 5.3 Safety House report (AL)

Good news - finally, we have one new family signed up for Safety House :) It's the only one over the past two years though, so we should to emphasise the need for more residences volunteering through the Yellow Day somewhere in September (date to be agreed with Rod).

The SH Art Competition date to be confirm later this week.

The SH Show performances were postponed. We were planning to have the one arranged for us this year but it will be subject to the decision of the SH Association. They might be considering the new dates later in Term 4.

Compliance check up is under way.

## 5.4 Floreat Dads (AB)

See attached report.

CS – Over 100 dads attended the last Floreat Dads event.

CS – annual camping. Kindy to year 5 camping at Lake Leschenaultia. At the moment, it's a P&C event. Given the constitution, needs to be things that need to be done, like a risk management plan.

CS: Motion that the annual Lake Leschenaultia from pre-primary to year 5 is no longer a P&C event. Alex seconded. Motion carried by majority. No dissenters

Question from floor as to whether it will still go ahead? Yes

## 5.5 Sustainability (JR) and gardening (SA) report

### Sustainability:

A meeting was held with the schools to determine where the P&C can help with projects to achieve their sustainability outcomes. A number of projects were identified and will be formalised over the coming months with the focus being on waste management, recycling and composting.

One project that will be launched is participating in the TerraCycle program and having a collection point for a number of household goods, e.g. bread tags and toothpaste containers.

The implementation of Bokashi composting systems will be trailed and more paper will be added to the composting systems. The year 6 group will help with ensuring that waste is deposited into the correct containers to make sure more organics are composted.

Sarah Ainslie has been working with the teachers to get the garden beds up and running again and a maintenance rotation system will be established with the classes.

The year 5's are looking at transforming the frog pond area into a retreat and assistance has been offered, this might potentially need a P&C (Dads/Grand dads) busy-bee.

Bunnings will be approached to see if they are willing to help with a number of projects and the supply of plants.



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Sarah Ainslie: Gave update re gardening. Waste wise school and matching up with Terracycle. Where the old worm farms were, there will be cabinets for recycling. Terracycle free post, and then money back to school. Explained kobashi system. Home grown vegies going to the canteen.

Question from the floor by Ann Johnson: bottle collection on site. Can apply for a code and then when drop off bottles for recycling, put in code and it can go to FPPS P & C .

Mel: batteries. Great initiative to have competition for battery recycling.

Question from Phil via Webex re deposit point. Can we install? Can we consider? Containers for change.

JR: Query re where it would go? Need to consider logistics.

### 5.6 Bookfair and Scholastic Book Club (AH)

Current Rewards balance: \$650

Rewards which need to be used before 30 October: \$423

Current Issue average order total: \$2k

Much of the commission which is earned through sales occurs through the Book Fairs which Floreat Park PS has historically run twice a year. With the current situation regarding Covid-19, Scholastic has temporarily suspended Book Fairs.

To address this, I propose to run either Issue 6 or Issue 7 as a virtual book fair if the regular book fair set up cannot proceed in Term 4. Scholastic have approved the idea and gifted vouchers for prizes. Rather than brochures going straight home, students would bring them to the library, sharing and discussing the contents, writing down books etc they are interested in either on the catalogue or using the red slips. I would assist Jodie Barnes in creating a display in the library and have a colour in competition for the Kindy/Pre-primary, Junior, Middle and Senior students

The week for this to occur will be confirmed closer to the issue dates and confirmation of the status of book fairs for Term 4.

### 6.1 School banking co-ordinator and bank account – update (CS)

Discussion.

CS: A few years ago had a couple of coordinators. Dollormites with CBA. Keen to get up and running again. One person who is semi interested. Need a couple of vollies.

JR: Full support from school. Children don't appreciate the value of money when people pay with cards. Moneysmart is a good program.

### 6.2 Ticketing of P&C Events

Recent changes (2019) to the P&C Constitution impact how ticketed events need to be managed. The main changes relate to the finances of all ticketed events. The P&C Executive want to ensure people are encouraged to organise events, are supported in the process of organising events and understand the responsibilities when undertaking such a role.

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Some guidelines are currently being drafted up and will be presented at the Term 4 P&C meeting. However, in the meantime I propose the following motions:

**MOTION (CS): I propose a motion that all organisers of ticketed P&C events will present an event overview to the P&C meeting; which will outline the objective of the event, a draft budget and if applicable a request for a float. ND seconded. VOTING: Majority carried : 22 in favour, 2 against online.**

Eg disco if that goes ahead. Questions from the floor: how will it work timing-wise. If need be, exec can approve it and then ratify it at the next P&C meeting. Covered by P&C insurance – has to be shown on minutes, money goes into P&C account, organiser has to be a P&C member. Focus is mainly on fundraising events but not entirely. Comment that this has been happening but need to fine tune processes. Comment from AB online: scope on what constitutes a P&C event? Kindy/PP fashion is a P&C event. (CS) Can't be an opt in process. (KC) Small shortfall at the end – goes back to P&C. Can come up with templates in the future. LL – difference between P&C and private: funds through P&C account. If private, no insurance. If P&C ticketed event, where does money come through? Through the P&C. Big expense, P&C can pay, can also provide a float. Significant discussion on the issues from the floor. Concerns that it might turn people off organising events. Trybooking concerns re can change bank accounts. Question re requirements of the constitution.

Numerous conversations with WACSSO and get in writing re what required to do and what bare minimum is. CS will distribute comms with WACSSO. ACNC issue raised.

Question is whether first motion is getting P&C to approve events? Question re risk that people bypass the P&C. Only for large events? No.

CS – 2 weeks in advance of a P&C meeting or 72 hrs of an exec meeting. Just an email.

**MOTION (CS): I propose a motion that once a ticketed event has been held, all monies (float, cash and other) will be delivered to the P&C Treasurer within 14 days after the event. Event organisers will be required to give a brief review of the event for the next P&C meeting. DEFERRED**

If there is not enough time between an event being organised and a P&C meeting being held, the P&C Executive have the authority to vote on whether such events can go ahead and approve a float. The minutes of these meetings are then presented to the general P&C at the following P&C meeting.

### 6.3 Bookkeeper recruitment (CS)

Louise Birbeck is stepping down from this role in the near future. The P&C Executive have been busy recruiting an appropriate person for this role.

**MOTION (CS): I propose a motion that the P&C employ an experienced bookkeeper for no more than \$75 per hour. Liz Lockett seconded the motion. Motion carried by majority.**

The current billing rate is significantly less than this, however all the quotes received have been for between \$55 - \$75 per hour.

**CS: One company is \$55 per hr and the other is \$75.**

### 6.4 Correspondence (ND)

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Floreat Park Primary School  
P&C Association



Bank statements and junk mail primarily.

### **6.5 General Business**

See above

**Date for next meeting:** 19 November at the school library.



**Exec Members who were invited: Claire Shoebridge (President), Kristy Corbett (Vice President), Natalie Dimmock (Secretary), Kirstie Smyth (Treasurer), Luke McCarter, Liz Lockett, Jacaue Georao, David Graia, Zoe Kai**

Item	Topic of Discussion	Attached
1	<p>ISSUE: The P&amp;C has appointed two new bookkeepers: Toni Blundell and Melinda Reid and they required bank access.</p> <p>Summary: The current bookkeeper has resigned and Toni and Melinda were appointed as the new Bookkeepers by the P&amp;C Executive. They require access, but not signatory rights, to the Canteen Bank account (BSB: 306 127 Account number: 0049638 ) and to the Uniform Shop Bank account (BSB: 306 127 Acc Number: 0132465) to be able to fulfill their role.</p> <p>Kristy Corbett proposed a motion that Toni Blundell and Melinda Reid, the incoming Bookkeepers of the Floreat Park Primary School P&amp;C Association, are given access, but not signatory rights to the above two mentioned bank accounts.</p> <p>MOTION voted on via email: Those who voted in favour: CS, KC, ND, KS, JG and DG.</p> <p>No vote received from LM, LL or ZK.</p> <p>Motion carried.</p>	
2	<p>ISSUE: Approval of P&amp;C disco</p> <p>SUMMARY: A disco co-ordinated by Jenni Wilding will be held at the school on Friday 27<sup>th</sup> November and will be a P&amp;C approved event with ticket sales from Try Booking going through the P&amp;C bank account and receipts to be kept for all expenses to allow them to be reimbursed. The event is not intended to be a fundraiser, but is expected to cover the costs of the event.</p> <p>If the budget allows a lolly/chocolate frog will be added to the jelly cups and additional glow sticks will be purchased.</p> <p>Eateries at the Floreat Forum have been contacted to ask if they are interested in providing special offers for food on the night. Subway has responded with a \$5 deal for a 6inch sub and an apple juice.</p> <p>Kristy Corbett proposed a motion to approve the 2020 School disco as a P&amp;C ratified event.</p> <p>MOTION voted on via email: Those who voted in favour: CS, KC, ND, KS, JG and DG.</p> <p>No vote received from LM, LL or ZK.</p> <p>Motion carried.</p>	<p>Please see the attached spreadsheet detailing the budget for the event.</p>
3	<p>ISSUE: Approval of Kindy Camping</p> <p>SUMMARY: A camping evening for the Kindy students organised by Bryn Bender will be held on Saturday 27<sup>th</sup> November on site at Floreat Park Primary School. This event will be a P&amp;C approved event with the tickets sales from Try Booking going through the P&amp;C bank account and receipts to be kept for all expenses to allow them to be reimbursed. The</p>	<p>Please see the attached spreadsheet detailing the budget for the event.</p>



**Exec Members who were invited: Claire Shoebridge (President), Kristy Corbett (Vice President), Natalie Dimmock (Secretary), Kirstie Smyth (Treasurer), Luke McCarter, Liz Lockett, Jacquie Georgio, David Graig, Zoe Kai**

event is not intended to be a fundraiser but is expected to cover the costs of the event.

Kristy Corbett proposed a motion to approve the Kindy Camping evening for kindy students and a family member as a P&C ratified event.

MOTION voted on via email: Those who voted in favour: CS, KC, ND, KS, JG and DG.

No vote received from LM, LL or ZK.

Motion carried.



**Exec Members who were invited: Claire Shoebridge, Kristy Corbett, Natalie Dimmock, Kirstie Smyth, Luke McCarter, Liz Lockett, Jacque Georgio, David Graig, Zoe Kai**

Item	Topic of Discussion	Attached
1	<p>ISSUE: The President (Claire Shoebridge), Vice President (Kristy Corbett), Secretary (Natalie Dimmock) and Treasurer (Kirstie Smyth) require access to a P&amp;C bank account with BankWest, the Gold Term Deposit, bank account number 162-131342-6.</p> <p>Summary: The above executive members do not currently have authorisation to access this account, and this is required to allow the finances to function appropriately.</p> <p>Kristy Corbett proposed a motion that the above four Executive members of the Floreat Park Primary School Parents and Citizens Association are granted authorisation to access the Gold Term Deposit.</p> <p>Motion approved by Exec Members: Claire Shoebridge, Kirstie Smyth, Luke McCarter, Liz Lockett, David Graig, Jacque Georgiu and Kristy Corbett.</p> <p>No votes against the motion.</p>	
2	<p>ISSUE: New bookkeeper required</p> <p>Summary:</p> <ol style="list-style-type: none"> <li>1. Louise Birbeck, the current Bookkeeper is stepping down from the role of Bookkeeper and a replacement Bookkeeper needs to be engaged by the P&amp;C to manage the accounts for the Uniform Shop, and to manage the accounts, payroll and ATO submissions for the Canteen. Louise has provided the following information as to what the role entails:</li> <li>2. We use MYOB essentials for the Canteen and Uniform Shop. <u>The Canteen</u> includes payroll and there is more functionality in MYOB essentials including bank statement feeding through and ability to input as many invoices as is necessary. We do not do stock takes in the Canteen just run stock down at the end of term. There are a few fixed assets such as freezers, dishwashers and ovens that are depreciated at year end. We run a calendar year for the financials as this fits in with the school year. The Payroll we do on a fortnightly basis for 3 employees, they usually get paid out annual leave at end of year. They complete a timesheet and this imports into MYOB. We currently have the employees on Job keeper due to the school being shut in April. I receive the invoices and any back up from the Canteen Manager either weekly or fortnightly as works between us. I log in to the bank to do the Payroll fortnightly and payments to suppliers usually monthly unless something urgent crops up. The revenue goes directly into the bank through a canteen ordering credit system and there is a small amount of cash sales which is banked by the Canteen Manager.</li> </ol>	



**Exec Members who were invited: Claire Shoebridge, Kristy Corbett, Natalie Dimmock, Kirstie Smyth, Luke McCarter, Liz Lockett, Jacquie Georgio, David Graig, Zoe Kai**

I have access to the email account so I can look for supplier statements, missing invoices etc and I also have access to the Canteen ordering system so I can print reports to check revenue going into the bank.

I prepare the Quarterly Superannuation through Quick Super and set up payment for that also.

We complete a quarterly IAS statement and set up the payment for this in the bank.

We are not registered for GST.

On average this probably takes about 10 to 12 hours per month, I tend to do the Payrolls separately fortnightly as these are fairly quick to do and then a once a month do the supplier payments and some of the inputting all together, and sometimes reconciliations, checking and inputting done separately if there is a lot.

**The Uniform Shop** is much simpler, no payroll and run by volunteers. Due to MYOB version we have, we can only input 5 invoices per month which is usually ok for what we need. Any paperwork for this is texted to me and I can login into their email for statements etc. It is predominately cash free with the exception of some second hand sales. The sales orders are ordered online and revenue goes directly into the bank, I can login into the system to check the reports against the bank. At Year end (December)the Uniform Shop do a stock take (at end of school term) and this has to be then put into a spreadsheet with cost prices, it is usually around the \$40k value. Probably 2 to 3 hours a month is the most time spent on the bookkeeping for this.

**At Year End** there are additional hours for both entities to ensure everything in and reconciled, stock, fixed assets, depreciation etc ready for audit.

3. The P&C advertised for expressions of interest in the role throughout the year, and a number of people have registered their interest, including:

- **Bellatrix Corporate.** \$75ph +GST

<https://bellatrixcorp.com.au/services/bookkeeping/>

- **Willis Enterprises.** \$55ph incl.GST



**Exec Members who were invited: Claire Shoebridge, Kristy Corbett, Natalie Dimmock, Kirstie Smyth, Luke McCarter, Liz Lockett, Jacque Georgio, David Graig, Zoe Kai**

<https://tntbusinessconsultancy.wordpress.com/services/>

- **Two parents in FPPS community** - will job share the role. No cost will be charged.

Parent one has a Bachelor of Commerce, CA qualified, Post grad diploma in applied finance, 20+years professional experience across multiple facets of accounting including audit, internal/external financial reporting, financial planning & analysis and securitisation. Held treasurer position at FPPS P&C previously and at other community groups.

Parent two has a Bachelor of Commerce, CA qualified, Post grad diploma in applied finance, 20+years professional experience across multiple facets of accounting including audit, internal/external financial reporting, financial advisory. Held the treasury position for work Social Club over several years involving journal entries, financial statement preparations and bank reconciliations.

- **Parent in FPPS community.** Up to \$55ph. Will set up an ABN if successful applicant. A full time employee of a Real-estate and Property development Company called Goldensea Property Development Pty Ltd based in Northbridge, and also managing the accounts for the other 4 related companies. 8 years experience in MYOB Accountright and also using Xero account software. Current job roles include accounts receivable and payable; bookkeeping bank reconciliation; fortnightly payroll for 12 employees through single touch payroll, and jobkeeper payment; quarterly superannuation through ATO small business clearing house; monthly BAS/PAYG and quarterly BAS for the 5 companies I am managing; prepare end of financial year documents; control and monitoring our real estate statutory trust account and provide information for annual external auditing.

4. Successful candidate would be offered a letter of engagement, as a contractor NOT an employee. Terms would be for three months initially/probation with option to roll over, negotiate amended terms or cancel.





**Exec Members who were invited: Claire Shoebridge, Kristy Corbett, Natalie Dimmock, Kirstie Smyth, Luke McCarter, Liz Lockett, Jacque Georgio, David Graig, Zoe Kai**

5. Please vote for one option only. The option with the most votes will be the preferred candidate/s. Voting to close in 48hrs.
6. Please call me if you would like to discuss these options in more detail.

Kristy Corbett proposed a motion that the Executive members vote for a preferred option to take on the Bookkeeper role on an initial three month trial basis.

Motion approved by Exec Members: Claire Shoebridge, Kirstie Smyth, Liz Lockett, Luke McCarter, David Graig, Jacque Georgiu and Kristy Corbett.

No votes against the motion.



**Exec Members who were invited to participate:** Claire Shoebridge, Natalie Dimmock, Kirstie Smyth, Kristy Corbett, Liz Lockett, David Graig, Zoe Kai, Luke McCarter and Jacquie Giorgio

Item	Topic of Discussion	Attached
1	<p><b>ISSUE:</b> Approval of funding for the purchase of a new shade tent and a replacement shade sail.</p> <p><b>Summary:</b></p> <ol style="list-style-type: none"> <li>1. A shade sail that is used by the school for carnivals and other events has been damaged and needs to be replaced.</li> <li>2. A shade tent is also required for use at carnivals and other events.</li> </ol> <p>Kristy Corbett proposed a motion that the P&amp;C Executive APPROVE \$3 000 to provide to the school to pay for the shade sail and shade tent.</p> <p>Motion approved by Exec Members: CS, ND, KS, KC, LL, DG, LM and JG</p>	
2	<p><b>ISSUE:</b> Approval for Year Three Parents Social Quiz Night event on 30<sup>th</sup> October 2020.</p> <p><b>Summary:</b></p> <ol style="list-style-type: none"> <li>1. The organiser of the event Bianca Hayley has provided the following information:</li> </ol> <p>This is designed to be a break even event but any profits will obviously go to the P &amp; C.</p> <p>The maximum number of people for the venue is currently 100. This may increase if COVID restrictions are eased.</p> <p>We will run with 9 tables of 10 people and 1 table of 9 to allow the quiz master to be included in the official numbers.</p> <p><b>Budget (outgoings)</b>                  \$680 Bamboozled Quiz master                  \$395 Hire of bowling club                  \$100 additional decorations &amp; incidentals (balloons etc)                  \$825 prizes</p> <p><b>Budget (incoming based on 80 sales)</b>                  \$25 x 80 = \$2000</p> <p>Tickets to be priced at \$25 per head plus booking fee to be paid by ticket holder.</p> <p>If we have additional sales we will buy more prizes or perhaps offer a drink on arrival.</p> <p>We hope to use some of the school's Halloween decorations from previous Halloween event.</p> <p>We may ask for a few donations for prizes but this won't be the focus as we have funds to buy them.</p> <p>Kristy Corbett proposed a motion that the P&amp;C Executive APPROVE the event and to reimburse the organisers for expenses incurred in organising the event, provided the Trybooking ticket revenue comes through the P&amp;C bank account and the necessary receipts are provided to demonstrate expenses for the event.</p> <p>Motion Approved by Exec members: CS, ND, KS, KC, LL, DG, LM and JG.</p>	

" B "

## P&C Event organisation guidelines

1. Become a financial member of the P&C through the Qkr! app	
2. Make contact with one of the following members of the P&C Exec Committee; President, VP or Fundraising & Events Co-ordinator	<ul style="list-style-type: none"><li>•info@fppspc.com.au</li></ul>
3. The P&C Exec member will give you an 'in principle' approval	
4. Provide a brief overview, including a budget, of the event to P&C Exec member	<ul style="list-style-type: none"><li>•Purpose of event (fundraising, social)</li><li>•Budget (expenses, income, incidentals, cash float)</li></ul>
5. The overview and budget will be approved by either the P&C Exec or at a P&C general meeting	<ul style="list-style-type: none"><li>•This is dependent on timing of the event and P&amp;C General meeting.</li><li>•When there is not enough time the P&amp;C Exec will vote on the event overview and budget</li></ul>
6. Once the budget and event has been approved - start organising and booking your event	<ul style="list-style-type: none"><li>•We recommend a small team of people to help you organise the event</li><li>•It is suggested a member of the P&amp;C Exec be on this working committee</li><li>•It is required you keep receipts for expenses, proof of income and quotes relating to the event</li></ul>
7. Liaise with P&C Exec member and the P&C Comms co-ordinator to promote your event	<ul style="list-style-type: none"><li>•We use the weekly P&amp;C Comms email, Connect and FB to promote events</li><li>•We encourage the use of TryBooking to sell tickets, with all money being transferred directly to the P&amp;C Bank account</li><li>•The P&amp;C Exec are able to assist with the use of TryBooking</li></ul>
8. Keep in touch with the P&C Exec regarding the organisation of the event	<ul style="list-style-type: none"><li>•Please keep the P&amp;C Exec up-to-date with all budget queries and unexpected costs.</li></ul>
9. Post event you are required to provide a report to the next P&C general meeting, including financials.	<ul style="list-style-type: none"><li>•The P&amp;C secretary will be in touch about three weeks prior to the P&amp;C general meeting to request a written report, including all financials.</li><li>•You do not have to be present at the meeting, although it is preferred.</li></ul>

## Finance Management Process

### Option One

- Event budget is approved supported by completed budget template
- Event organiser covers expenses as listed in the event budget
- Event organiser keeps receipts
- Event organiser submits receipts and updated budget template with total actual costs to the P&C treasurer for reimbursement, within 7 days of the event
- [treasurer@fppspc.com.au](mailto:treasurer@fppspc.com.au)

### Option Two

- Event budget is approved supported by completed budget template
- P&C complete an EFT transfer to event organiser for amount listed in event budget
- Event organiser keeps receipts
- Event organiser submits receipts and updated budget template with total actual costs to the P&C treasurer within 7 days of the event
- Any leftover money is returned to the P&C bank account



**FLOREAT PARK PRIMARY P&C  
P&C EVENT BUDGET FORM**

(Event organiser & Event name)	(Event organiser)		(Treasurer)	Auto	
<b>REVENUE</b>	<i># Tickets</i>	<i>Ticket \$\$</i>	<i>Expected</i>	<i>Actual</i>	<i>Variance</i>
<i>*note the number of tickets expected to sell x cost per ticket or expected revenue. If event proceeds are not volumetric</i>					
Family ticket purchases (Family more than three people)	150	25	\$3,750.00		
Individual ticket purchases	25	10	\$250.00		
Sustainable levy?	0	0	\$0.00		
Table & chair reservations 20 tables with 4 chairs	20	50	\$1,000.00		
Food trucks	5	100	\$500.00		
Entertainment/Games	150	25	\$3,750.00		
Raffle (3 tix for \$5 or 10 for \$10)	150	10	\$1,500.00		
Grants	1	3000	\$3,000.00		
Sponsors	5	200	\$1,000.00		
<b>TOTAL REVENUE</b>			<b>\$14,750.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>EXPENSES</b>			<i>Expected</i>	<i>Actual</i>	<i>Variance</i>
Wrist bands			\$100.00		
Lighting - diesel generated lighting tower x3			\$450.00		
Skip bin hire			\$200.00		
stage hire			\$0.00		
ToC booking fee			\$0.00		
DJ/band hire			\$1,000.00		
Multicultural performers			\$500.00		
Table and Chair hire x20 (seat 5)			\$500.00		
Entertainment			\$1,000.00		
Float			\$500.00		
<b>TOTAL EXPENDITURE</b>			<b>\$4,250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>NET PROFIT/LOSS</b>			<b>\$10,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Pre event:**

Email the completed form to [President@fpssc.com.au](mailto:President@fpssc.com.au) and [Treasurer@fpssc.com.au](mailto:Treasurer@fpssc.com.au)  
 Confirm whether the event is to be self-funded or P&C funded (if a loss is anticipated).  
 The event will be P&C sanctioned at a P&C or Exec meeting (depending on timings).  
 Set up the Try Booking site (linking the P&C bank details).  
 The event name is to be the reference used for any / all banking receipts.

**Post event:**

Run a report from the Try Booking site showing total ticket sales.  
 Collate all receipts/invoices noting the total expenditure for reimbursement.  
 Send both the above to the [Treasurer@fpssc.com.au](mailto:Treasurer@fpssc.com.au) within 14 days of the event and bank details for payment.  
 Expenses will be reimbursed once expenses are confirmed and in line with the agreed budget.

**P&C Bank Account:**

Name: Floreat Park Primary School P&C  
 BSB: 306127  
 Account: 0132457

Feedback/ Comments on the event

# Treasurer's Report

## Report Details

Date: 8 November 2020  
Prepared By: Kirstie Smyth

### Contributions to date

Contributions and levies have continued to be paid through to the school account and transferred on a regular basis to the P&C. To date, we have received contributions of 95% of the General Levy and 90% of the Infrastructure Levy, based on the original budget of 65% total contributions. This is higher than expected but lower than previous years.

Thank you to all parents who have paid their levies this year. The contributions have enabled the P&C to make payments towards the flexible furniture for three year 5 classes and one year 2/3 class which is in line with the schools Business Plan priority on the learning environment. Additionally, the P&C have contributed towards the music room upgrade, stem resources, a new carnival day marquee and continued funding of student laptops through a leasing arrangement.

### Balance at Bank (rounded)

The total bank balance as at 31<sup>st</sup> October 2020 is \$131,987. This includes :

Building fund \$3,441 (specific use requirements).

P&C funds \$45,559 (see committed expenditure below).

Canteen \$53,480 (inclusive of job keeper funding and provisions for ongoing salaries).

Uniform shop \$29,507.

Of the P&C funds above, the following funds are accounted for as follows:

Laptop leases \$8,328 (one lease is going until July 2021)

P&C running costs remaining \$5,446

Outdoor learning area \$5,000

Total: \$18,774

### To Note

Other P&C expenditure that may arise this term is the annual school Banksia magazine. This will be reviewed and discussed at the November 2020 P&C meeting.

The Canteen balance is higher than expected at the start of the year, due to Government funding initiatives as part of COVID 19 support. As a result of the higher carrying balance, it is proposed that the Canteen account will transfer \$7,800 to the P&C account to be held as an emergency infrastructure fund totalling \$10,000. This is in line with previous year's ways of working. This is also the first year the Canteen has had three salaried members to pay and as such, the additional Canteen bank balance will reduce on a monthly basis with no further Government top ups.

Louise Birbeck is stepping down this term. We, as the P&C, would like to thank her for all her support and contribution over the years to the successful running of the Canteen and Uniform Shop accounts. This role is moving from a paid position to a voluntary one with two part time school parents kindly stepping into the role.

This year has seen little activity by way of fund raisers which was an intentional position given the economic environment and uncertainty of the impact of COVID 19. However, two smaller fundraisers were undertaken, the Kindy Tea Towel fundraiser and the Carnival Day Bake Stall. Both of these were extremely successful.

### Future funding requests:

Future funding requests for the remainder of this year will be discussed with the school and a put forward via a vote at the next P&C meeting on 19<sup>th</sup> November 2020.

Refer to the following for the YTD Financial Reports (At as 31.10.2020)

Addendum 1 for the Budget and Actuals YTD

Addendum 2 for the Profit and Loss

Addendum 3 for the Balance Sheet

# Balance Sheet

Floreat Park Primary School P & C  
38 Chandler Avenue West , Floreat WA 6014, Australia

Accrual mode  
31 Oct 2020  
ABN: 79221966715  
Generated 08 Nov 2020

		Total
<b>Asset</b>		
<b>Banking</b>		
1-1000	P & C Main Account	26,664.85
1-1100	Building Fund Bank Account	3,440.86
1-1200	TeleSaver Account	18,894.63
<b>Total Banking</b>		<b>49,000.34</b>
<b>Current Assets</b>		
<b>Total Current Assets</b>		<b>0.00</b>
<b>Fixed Assets</b>		
<b>Total Fixed Assets</b>		<b>0.00</b>
<b>Total Asset</b>		<b>49,000.34</b>
<b>Liability</b>		
<b>Credit Card</b>		
<b>Total Credit Card</b>		<b>0.00</b>
<b>Current Liabilities</b>		
2-1601	The Canteen Fund	2,194.60
<b>Total Current Liabilities</b>		<b>2,194.60</b>
<b>Long Term Liabilities</b>		
<b>Total Long Term Liabilities</b>		<b>0.00</b>
2-1605	Building Fund Creditor	1,240.28
<b>Total Liability</b>		<b>3,434.88</b>
<b>Net Assets</b>		<b>45,565.46</b>
<b>Equity</b>		
<b>Current Earnings</b>		
3-1800	Current year earnings	15,627.87
<b>Total Current Earnings</b>		<b>15,627.87</b>
<b>Retained Earnings</b>		
3-1600	Retained earnings	-14,005.17
<b>Total Retained Earnings</b>		<b>-14,005.17</b>
3-9999	Historical balancing	43,942.76
<b>Total Equity</b>		<b>45,565.46</b>



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

**Floreat Park Primary School P&C**

		Recovery rate		65%			
		2020					
		Proposed Budget		Actuals			
		Income	Expenses	Oct 2020	Variance	Notes	
Opening bank balance		\$ 33,213		\$ 33,213	\$ -		
Building Fund		\$ 2,200		\$ 2,200	\$ -		
Canteen Fund		\$ 3,275		\$ 3,275	\$ -		
2019 Cash Balance brought forward		\$ 27,738		\$ 27,738	\$ -		
<b>Projects approved in 2019</b>							
Kindy Shade sails (Fr3a from 2019)		\$ -	\$ 2,717	\$ 2,717	\$ -		
Art Courtyard (FR13 from 2019)		\$ -	\$ -	\$ 0	\$ -		
Subtotal projects approved in 2019		\$ -	\$ 2,717	\$ 2,717	\$ -		
<b>2020 Funds available</b>		\$ 25,021		\$ 25,021			
<b>Voluntary Contributions</b>							
General Levy forecast Current Yr (Based on 619 students @ 80%)		\$ 60,353		\$ 57,203	\$ 3,150	95%	
General Levy Banking fees forecast recovery rate (\$2 per contribution)		\$ 805		\$ -	\$ 805		
Infrastructure Levy Banking Fees forecast recovery rate (\$2 per contribution)		\$ 805		\$ -	\$ 805		
2020 Funds available		\$ 25,021		\$ 25,021	\$ -		
		\$ 86,982		\$ 82,224	\$ 4,759		
<b>Pre - Approved P&amp;C Running Costs</b>							
Forecast Bank charges - CBA & Bankwest (Recovered from \$2 fee included per contribution)		\$ -	\$ 1,988	\$ 726	\$ 1,262		
Banksta 2020 - Year 6 & school stock costs only		\$ -	\$ 1,200	\$ -	\$ 1,200		
Class Cooking		\$ -	\$ -	\$ -	\$ -		
Class Reps Sundowner		\$ -	\$ 200	\$ 276	\$ 76		
Gardening Allowance		\$ -	\$ 250	\$ -	\$ 250		
Yr 6 Graduation 2020		\$ -	\$ 1,500	\$ 135	\$ 1,365		
Stay and Play		\$ -	\$ 400	\$ -	\$ 400		
Drop box		\$ -	\$ 50	\$ -	\$ 50		
Insurance		\$ -	\$ 100	\$ 2,652	\$ 2,552		
Web hosting - domain name & email addresses		\$ -	\$ 300	\$ -	\$ 300		
MYOB Essentials		\$ -	\$ 350	\$ 273	\$ 77		
WACSSD		\$ -	\$ 800	\$ 798	\$ 2		
2020 Fathering Project Fees - Social		\$ -	\$ 400	\$ 440	\$ 40		
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		
Councilor Fundraiser (from Stay & Play)		\$ -	\$ 200	\$ 200	\$ -		
Other P & C Expenses		\$ -	\$ 500	\$ 292	\$ 208		
		\$ -	\$ 15,938	\$ 9,891	\$ 6,048		
<b>Subtotal of funds remaining before funding requests approval</b>		\$ 71,044		\$ 72,331	\$ 1,287		
<b>FUNDING REQUESTS (ranked in order of preference)</b>							
Request 6: Fixable Furniture - (15 & 12/3 Feb 2020)		\$ -	\$ 17,500	\$ 17,500	\$ -		
Request 5: Music Room Upgrade (approved reallocated funds from FR6 2019)		\$ -	\$ 30,000	\$ 29,498	\$ 502		
Request 2: 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 - Marques & Sports Uniforms		\$ -	\$ 8,100	\$ 2,954	\$ 5,147		
Request 4: Library Furniture - Stackable Chairs		\$ -	\$ 3,000	\$ -	\$ 3,000		
Request 5: Kindy - Tree topping		\$ -	\$ 2,500	\$ -	\$ 2,500		
Total Funding Requests		\$ -	\$ 88,600	\$ 49,952	\$ 38,649		
<b>Total Voluntary Contribution funds remaining</b>		\$ 2,444		\$ 22,379	\$ 19,935		
<b>INFRASTRUCTURE LEVY</b>							
Infrastructure Levy Current Yr (Based on 619 students @ 65%)		\$ 40,235		\$ 36,276	\$ 3,959	90%	
Available funds for Infrastructure Initiatives		\$ 40,235		\$ 36,276			
<b>IT Expenses Initiatives</b>							
Laptop leasing - (ongoing to 2021 / Approved Dec 2019)		\$ -	\$ 31,000	\$ 26,145	\$ 4,855		
Request 1: STEM resources		\$ -	\$ 3,000	\$ 3,000	\$ -		
<b>Total Infrastructure spend</b>		\$ -	\$ 34,000	\$ 29,145	\$ 4,855		
<b>Infrastructure Funds remaining (contingency for 2021 laptop)</b>		\$ 6,235		\$ 7,131	\$ 896		
<b>Funds after voluntary contributions and Infrastructure funds</b>		\$ 8,479		\$ 29,510	\$ 20,831		
<b>FUNDRAISING &amp; OTHER INCOME</b>							
Floreat Dads		\$ -	\$ -	\$ 2,901	\$ 2,901		
Fundraising Donations		\$ 2,000		\$ 2,340	\$ 340		
Entertainment Book (Item 3)		\$ 1,500		\$ 924	\$ 576		
Cake Stall Athletics Carnival (term 3)		\$ 1,500		\$ 2,664	\$ 1,164		
Stuck on You - label fundraises		\$ 150		\$ -	\$ 150		
Other Fundraisers		\$ 100		\$ 86	\$ 14		
Artwork Fundraiser - Junior Years		\$ 2,500		\$ -	\$ 2,500		
Mothers & Fathers Day Stall (small business sponsorship)		\$ -		\$ 1,108	\$ 1,108		
KandyPup Tea Towel		\$ -		\$ 3,856	\$ 3,856		
All school disco		\$ -		\$ 100	\$ 100		
<b>2020 Fundraising</b>		\$ 7,750		\$ 13,779	\$ 6,029		
<b>Other Income</b>							
Bank Interest Income		\$ 35		\$ 27	\$ 8		
Other Donations		\$ -		\$ -	\$ -		
<b>Other Income</b>		\$ 35		\$ 27	\$ 8		
<b>Total funds remaining</b>		\$ 16,464		\$ 43,315	\$ 26,851		
<b>Building Fund Management</b>							
2019 Building Fund		\$ 2,200		\$ 2,200	\$ 0		
Building Fund - Donations		\$ 2,000		\$ 50	\$ 1,950		
2020 Building fund total		\$ 4,200		\$ 2,250	\$ 1,950		
<b>Closing balance (incl Building Fund)</b>		\$ 20,664		\$ 45,565	\$ 24,901		

Contribution Sensitivity	
Recovery Rate	Funds remaining
80%	\$ 37,688
50%	\$ 29,961
40%	\$ 22,223
40%	\$ 16,496
50%	\$ 6,288
50%	\$ 989
60%	\$ 6,727
65%	\$ 16,464
70%	\$ 24,202
75%	\$ 31,939
80%	\$ 39,677

Cash at Bank As At 31 October 2020	
Business Telnet Saver	\$ 18,894.63
Floreat Park P&C	\$ 26,664.85
Canteen	\$ 53,680.05
Uniform Shop	\$ 29,506.82
Building Fund	\$ 3,440.86

# Profit and loss

Floreat Park Primary School P & C  
38 Chandler Avenue West , Floreat WA 6014, Australia

Accrual mode  
01 Jan 2020 - 31 Oct 2020  
ABN: 79221966715  
Generated 08 Nov 2020

		Total
<b>Income</b>		
4-1208	2020 Voluntary General Levy	57,203.00
4-1209	2020 Voluntary Infrastructure Levy	36,276.00
4-1300	2020 Fundraising Donation	2,340.00
4-1301	2020 Councillor Fund	300.00
4-1302	2020 P&C Membership	85.00
4-2405	2020 Mother/Father Day Stalls - Social	1,107.80
4-2407	Building Fund - Donations	50.00
4-2409	Entertainment Books - Fundraiser	924.00
4-2414	Kindy/PP Tea Towels	3,856.00
4-2600	Uniform Shop EFTPOS Transfers	0.00
4-2615	Floreat Dads	2,460.99
4-2616	Carnival Bake Stall	2,663.71
4-2617	Year 3 Quiz Night	1.22
<b>Total Income</b>		<b>107,267.72</b>

<b>Less Cost of Sales</b>		
<b>Total Cost of Sales</b>		<b>0.00</b>

<b>Gross Profit</b>		<b>107,267.72</b>
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<b>Less Expense</b>		
6 - 1006	Councillor Fundraiser	500.00
6-1400	Bank charges	708.08
6-1416	FR2 - Chaplaincy	4,100.00
6-1432	FR3a - Kindy Garden Refurb	2,717.00
6-1433	Yr6 Graduation - 2019	135.00
6-1438	FR10 - Marquees - 2020	2,953.50
6-1439	FR6 - Flexible Furniture -2019/20	17,500.00
6-1440	FR5- Music Room Upgrade	29,498.00
6-2000	Disco	100.00
6-2600	Insurance	2,651.50
6-2800	Interest paid	18.30
6-3600	MYOB Fees	273.25
6-4000	Postage & courier	5.45
6-4201	FR4 - STEM Resources	3,000.00
6-4400	WACSSO Fees	798.32

		<b>Total</b>
6-6607	Laptop Leasing- Ongoing cost	26,145.30
6-6614	Class Rep Event - Social	276.38
9-1000	P&C Expenses	286.55
<b>Total Expense</b>		<b>91,666.63</b>
<b>Operating Profit</b>		<b>15,601.09</b>
<b>Plus Other Income</b>		
8-1200	Bank Interest income	26.78
<b>Total Other Income</b>		<b>26.78</b>
<b>Less Other Expense</b>		
<b>Total Other Expense</b>		<b>0.00</b>
<b>Net Profit</b>		<b>15,627.87</b>



# Principal's Report

General meeting: 19 November

## Report Details

### Planning for 2021 - Enrolments (as of 05.11.20)

Year	K	PP	1	2	3	4	5	6	Total
2019	77	63	84	75	79	90	82	64	614
2020	74	64	63	88	73	77	86	81	606
2021	61	74	71	66	96	76	73	82	599

Current school enrolments 631 – overall increase of 25 students throughout the year.

The class structure for 2021 will be announced at end of year parent meetings during week 8.

Final class lists and teacher's roles for 2021 will be published via Connect on Friday December 11 (Week 9). Parents of pre-primary students will be advised of their class for 2021 at the orientation sessions after school on either Tuesday 24 or Thursday 26 November. Between 11.30am – 12.50pm on Monday 14 December students will spend time with their 2021 teacher in their new classroom to assist transition.

Should we receive enrolment requests for students in Years 4-6 from out of boundary we will consider them as class sizes in Years 4 and 5 in particular are below a cost neutral level in terms of student numbers. We will not consider out of area families who wish to enrol siblings Year 3 and below.

### Students not in Year 6 leaving the school/new enrolments

We have been advised that 24 students will be leaving Floreat at the end of the year. 4 from Year 5; 6 from Year 4; 3 from Year 3; 2 from Year 2; 2 from Year 1; 1 from Pre-primary; 6 from kindy. All kindy students live out of area so do not qualify to attend Floreat in pre-primary.

Out of the 18 students in compulsory years all will be attending private or catholic schools other than two; one is returning home overseas the other interstate. This is the same number of students leaving as 2019.

We have 13 confirmed new enrolments for 2021 and 6 pending. We do expect to reach around 605 enrolments by census Week 3, Term 1 2021.

### Student destinations

Shenton College continues to be the high school destination for the largest number of students. This year we have forged stronger ties with Shenton in terms of transition and



teacher liaison. I attach current information on student destinations for 2020 compared to 2019.

### **Staffing**

I am delighted to announce that our new Deputy commencing in 2021 is Matthew Wright. Matthew is currently a substantive Deputy Principal at Piara Waters Primary School. He holds a BA (Psychology) and Graduate Diploma in Education from Murdoch University and is a qualified Apple Teacher.

Matthew will be visiting the school to introduce himself to everyone next Wednesday. The Leadership team will take the opportunity to look at reorganising roles and responsibilities. Rod will be with us during first term before taking long service leave and retiring in October.

At this point in time there will be no other new staff in 2021.

### **Acknowledgement from the Minister**

A letter from the Minister congratulating us on the excellent 2019 NAPLAN results has been shared with the community. We are very proud of this achievement.

### **Buildings, grounds and infrastructure**

The outdoor learning area landscaping is complete. The P&C have given us \$5000 to spend on comfortable seating/equipment. We will consult with the Year 5 students regarding what they would like to see purchased.

I have been discussing the next project with Claire Shoebridge. We are considering a nature play area aimed at Year 1 and 2 students as a result of our National Quality Standards annual audit but this needs community consultation.

We have been advised that further ceiling work will be undertaken in the main building over the holidays.

### **Website and logo**

We are currently collating feedback from a range of people on the functionality and features of new website.

The winning logo has been announced to the community having been endorsed by the Board. As stated in the preamble to voting, there will be various iterations of the logo format in the suite of stationery and image 'refresh' items.

### **Uniforms**

The new uniform policy was endorsed by the Board last week and has been communicated to the community via Connect. To make the transition as smooth and cost effective as possible, old polo shirts may be worn for as long as parents choose for their children to wear them. The Uniform shop has a limited supply of second hand tops. As new uniforms may not arrive before the beginning of Term 1 2021, parents have been advised students may wear old uniforms, faction shirts or a plain light blue shirt purchased from a retailer. Tartan skirts and dresses have been discontinued. The Uniform shop will be processing orders for new polo shirts and other school items separately to facilitate less double handling of back orders.



### **School Surveys**

We are not obliged to undertake a parent survey this year but it would be useful to gain perspectives from the community and compare them to last year. Through canvassing the community at a couple of points during the year we have elicited positive feedback on our handling of COVID responses.

The Year 5 and 6 student survey will be conducted shortly.

### **Licences to use the school premises**

We have been informed by the OSH Club that they will no longer be offering a service for before and after school care at Floreat. This is due to the service not being financial enough; Simon Hughes indicated they lose around \$40 00 a year and have been for the past few years. Numbers are very low with most parents using Play's Kool who provide a pick-up service from kindy and the main site.

The decision is purely a financial one and parents of students who access the service have been notified. Play's Kool have sufficient space to accommodate additional students. We are unable to advertise their service as this is against government regulations.

It is a disappointing development but easy to understand when you look at the financials. OSH has been very open through this process and keen to support our parents by suggesting alternatives.

### **Update on Chandler Ave crossing**

Rod Cohen has carriage of this project and has been liaising with Claire Shoebridge and the Police department on next steps. Claire will provide an update.

### **Business Planning 2021-2023**

The Board sub-committee reported back to the Board last week and received endorsement of key themes within the plan. Members of the Board and staff workshopped these at the School Development Day last Friday.

The three main pillars remain the same but with a slightly different focus. They are (NB not exact wording):

**Providing every student with a successful pathway** - future focussed teaching and learning (eg inquiry); integration of technology as a tool for learning; differentiated approaches

**Safe, inclusive, motivating learning environment** – mental health and wellbeing; engagement; expansion of Student Services; enhancement of physical environment

**Excellence in teaching and leadership** – strategies to make teachers and leaders the best they can be; student voice and leadership

#### **Enablers**

**Resources** – ensuring strategies are resourced (human, physical, fiscal); flexible resourcing; accessing grants and working with P&C

**Technology** – Mark will address this at the meeting

**Culture and community** – working with Claire to identify some key areas but will include parent workshops; working with parents whose first language is not English; community engagement; governance.



### **Graduation**

Thanks to Brooke Begovich, her committee of parents, Year 6 teachers and Mark Walters for persevering through the challenges of organising Graduation and for being so flexible and adaptable with the various changes COVID restrictions have put on us. The latest % increase in audiences at public events to 60% of capacity has made Churchlands SHS auditorium a much more viable venue. Confirming that Graduation will be held between 11am – 1pm at Churchlands SHS Auditorium on Thursday 10 December. There is no morning tea beforehand however the whole school will be out to ensure our graduating students have a good send off before they get on the bus to Churchlands. There will be a parent-organised event for graduates and their parents on school grounds after school and into Thursday evening.

### **2020 Reflections**

#### **'Never let a good crisis go to waste' (Sir Winston Churchill)**

Out of the uncertainty and challenges of 2020 have come many opportunities. Having to revise processes and procedures has resulted in improved day to day operations for our students. Drop off and pick up arrangements have enabled them to gain greater independence and settle down to the business of the day much quicker; changes to our Learning Journey time schedule was welcomed by all; not being able to hold traditional assemblies has given us the opportunity to re-think their value in that format; we have improved cleaning regimes; ICT across the school has a renewed focus with staff and students being upskilled in communication platforms in particular and the absence of national testing attracted educational debate over its future. (NAPLAN is going ahead in 2021). An increase in the number of Dads undertaking drop off and pick up duties has been noted!

I commend our staff and community for their resilience, ingenuity and cohesion during the year. The P&C have been very cognisant of providing opportunities for community involvement particularly over holiday periods. Although our students have been exposed to uncertainty and changes in routine, we must focus on the good lessons they have learnt and appreciate we have all done our very best to support them through unprecedented times.

Our school governance is strong evidenced by open, productive relationships between the Board, P&C and School that focus on what is best for our children. As 2020 draws to an end, I look forward to the world working its way towards a 'new normal'.

### **Thank you**

Sincere thanks to Claire, Kristy, Kirstie, Natalie, Exec members, Class Reps and general P&C members for everything you have done to ensure the year has been as positive and participative as possible.

I am truly grateful for your support.

**Jane Rowlands**

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DRAFT 2021 P&C Events DRAFT						
TERM	ACTIVITY	DATE	TIME	VENUE	TYPE	MANAGING
ONE	Stay & Play 1 (ICE CREAM)	Friday wk 1 t1	3.10pm	Basketball courts	Community	P&C Exec
	Class Rep Catch-up				Social	Class Rep Coord Exec
	State Election bake stall/sausage sizzle	March		Kindy/Basket ball courts	Fundraising \$3,000	
	School Sundowner	week 3/4		McLean Oval	Fundraising \$10,000	Event Coord Exec
	Harmony Week	15-21 March				
	Easter Colouring In Competition		n/a	Social Media	Service	P&C exec
	Entertainment Books	April	n/a	n/a	Fundraiser	Karen Wilson
TWO	Stay & Play Term 2 (cookies)	Friday wk 1, t2	3.10pm	Basketball courts	Community	P&C Exec
	Mother's Day Stall	May	online	Sustainable initiative	Fundraising \$500	Floreat Dads (?)
	Recycled Sculpture Competition			Sustainable initiative	Service	
	Scholastic Book Fair (sem 1)				Fundraising	
THREE	Stay and Play T3`	Friday wk 1, term 3	3.10pm	Basketball courts	Community	P&C Exec
	Athletics Bake Sale	Athletics Carnival		McLean Oval	Fundraising \$2500	
	Kindy/PP Tea towels			Qkr	Fundraising \$1800	Kindy/PP Class reps
	Lego Building Competition	(display entries at Learning Journey)			Community	
	Scholastic Book Fair (sem 2)	Learning Journey			Fundraising	
	Father's Day Stall	September			Fundraising \$500	
FOUR	Stay & Play Term 4	wk 1, term 4	3.10pm	Basketball courts	Community	P&C Exec
	Gratitude Wall	International Teacher Day	n/a	Chandler Ave fence	Service	P&C exec
	Kindy Campout on McLean	November			Service	
	Banksia		n/a	on sale on Qkr	Service	P&C Exec
	School Disco				Service	
<b>TOTAL ESTIMATED FUNDRAISING:</b>						





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## FLOREAT PARK PRIMARY P&C P&C EVENT BUDGET FORM

(Event organiser & Event name)	(Event organiser)			(Treasurer)	Auto
	# Tickets	Ticket \$\$	Expected	Actual	Variance
<b>REVENUE</b>					
<i>*note the number of tickets expected to sell x cost per ticket or expected revenue if event proceeds are not volumetric</i>					
Family ticket purchases (Family more than three people)	150	25	\$3,750.00		
Individual ticket purchases	25	10	\$250.00		
Sustainable levy?	0	0	\$0.00		
Table & chair reservations 20 tables with 4 chairs	20	50	\$1,000.00		
Food trucks	5	100	\$500.00		
Dunking machine/Obstacle Course coupons	150	25	\$3,750.00		
Raffle (3 tix for \$5 or 10 for \$10)	150	10	\$1,500.00		
Grants	1	3000	\$3,000.00		
Sponsors	5	200	\$1,000.00		
<b>TOTAL REVENUE</b>			<b>\$14,750.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>EXPENSES</b>					
			Expected	Actual	Variance
Lighting - diesel generated lighting tower x3			\$450.00		
Skip bin hire			\$200.00		
stage hire			\$0.00		
ToC booking fee			\$0.00		
DJ/band hire			\$1,000.00		
Multicultural performers			\$500.00		
Table and Chair hire x20 (seat 5)			\$500.00		
Dunking machine?			\$440.00		
Inflatable Obstacle course			\$500.00		
<b>TOTAL EXPENDITURE</b>			<b>\$3,590.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>NET PROFIT/LOSS</b>			<b>\$11,160.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Pre event:**

Email the completed form to [President@fppspc.com.au](mailto:President@fppspc.com.au) and [Treasurer@fppspc.com.au](mailto:Treasurer@fppspc.com.au)

Confirm whether the event is to be self-funded or P&C funded (if a loss is anticipated).

The event will be P&C sanctioned at a P&C or Exec meeting (depending on timings).

Set up the Try Booking site (linking the P&C bank details).

The event name is to be the reference used for any/all banking receipts.

**Post event:**

Run a report from the Try Booking site showing total ticket sales.

Collate all receipts/invoices noting the total expenditure for reimbursement.

Send both the above to the [Treasurer@fppspc.com.au](mailto:Treasurer@fppspc.com.au) within 14 days of the event and bank details for payment.

Expenses will be reimbursed once expenses are confirmed and in line with the agreed budget.

**P&C Bank Account:**

Name: Floreat Park Primary School P&C

BSB: 306127

Account: 0132457

**Feedback/ Comments on the event**



**FLOREAT PARK PRIMARY P&C**  
**P&C EVENT BUDGET FORM**

Year 6 Graduation	Brooke Begovich		(Treasurer)	Auto	
<b>REVENUE</b>	<b># Tickets</b>	<b>Ticket \$\$</b>	<b>Expected</b>	<b>Actual</b>	<b>Variance</b>
Graduation Ceremony	164	15	\$2,460.00	\$0.00	\$2,460.00
After Party	82	15	\$1,230.00	\$0.00	\$1,230.00
Gift Contribution	82	15	\$1,230.00	\$0.00	\$1,230.00
P&C Contribution			\$2,000.00	\$0.00	\$2,000.00
			\$0.00	\$0.00	\$0.00
			\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUE</b>			<b>\$6,920.00</b>	<b>\$0.00</b>	<b>\$6,920.00</b>
<b>EXPENSES</b>			<b>Expected</b>	<b>Actual</b>	<b>Variance</b>
Auditorium Hire	Churchlands SHS		\$2,600.00	\$0.00	\$2,600.00
Decorations	Swan Marquees		\$500.00	\$0.00	\$500.00
Food & Drinks for 82 Students	Pizza		\$428.86	\$0.00	\$428.86
	Icecreams		\$287.00	\$0.00	\$287.00
	Fruit Funch		\$164.00	\$0.00	\$164.00
	Water		\$61.50	\$0.00	\$61.50
Gateway Printing - Invitations & Decorations	Design Imagery		\$610.00	\$0.00	\$610.00
Design work -	Invites		\$100.00	\$0.00	\$100.00
Entertainment	Parth Party Time		\$1,230.00	\$0.00	\$1,230.00
	Balloon Garland		\$300.00	\$0.00	\$300.00
Picnic Bench Restoration (Gift)	Men's Shed		\$200.00	\$0.00	\$200.00
Plaque*4 (Gift)	Men's Shed		\$88.00	\$0.00	\$88.00
<b>TOTAL EXPENDITURE</b>			<b>\$6,569.36</b>	<b>\$0.00</b>	<b>\$6,569.36</b>
<b>NET PROFIT/LOSS</b>			<b>\$350.64</b>	<b>\$0.00</b>	<b>\$350.64</b>

**Pre event:**

Email the completed form to [President@fppspc.com.au](mailto:President@fppspc.com.au) and [Treasurer@fppspc.com.au](mailto:Treasurer@fppspc.com.au)

Confirm whether the event is to be self-funded or P&C funded (if a loss is anticipated).

The event will be P&C sanctioned at a P&C or Exec meeting (depending on timings).

Set up the Try Booking site (linking the P&C bank details).

The event name is to be the reference used for any/all banking receipts.

**Post event:**

Run a report from the Try Booking site showing total ticket sales.

Collate all receipts/invoices noting the total expenditure for reimbursement.

Send both the above to the [Treasurer@fppspc.com.au](mailto:Treasurer@fppspc.com.au) within 14 days of the event and bank details for payment.

Expenses will be reimbursed once expenses are confirmed and in line with the agreed budget.

**P&C Bank Account:**

Name: Floreat Park Primary School P&C

BSB: 306127

Account: 0132457

Feedback/ Comments on the event



#AH1

Floreat Park Primary School  
P&C Association



## Floreat Dads Committee TERMS OF REFERENCE

### 1. Name

The committee shall be known as "Floreat Dads".

### 2. Purpose

The purpose of the Floreat Dads is to help *inspire and equip father's & father-figures of Floreat Park Primary to positively engage with the children in their lives, for the betterment of the kids.*

### 3. Responsibilities

The Committee shall be responsible for:

- a. The organising and carrying out of Fathering Project events approved by the P&C
- b. Establishing a supportive network of dads across the school community;
- c. Creating opportunities for dads to get involved with their kids through organised activities;
- d. Create a stronger connection between dads and the school community;
- e. Advocate for participation and inclusion of fathers / father-figures in school activities;
- f. Promote positive parenting in line with recommendations from the Fathering Project.

### 4. Membership of the Floreat Dads Committee

- a. At least three and not more than ten financial members, 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. A Convener shall be elected each school year by Annual General Meeting of the P&C Association, and be endorsed by the Principal. In the event that the position of the convener becomes vacant, an election may be held at a general meeting of the P&C to fill the vacancy;
- d. The P&C will call for nominations for members of the sub-committee, and they will be elected at a General P&C Meeting. The intent to have a father or father figure for each year group represented.
- e. The P&C Treasurer shall keep such books of accounts relating to the Floreat Dads sub-committee.

### 5. Duties of the Convener

- a. Shall lead the Committee and ensure it fulfils the responsibilities and achieves the purpose outlined above;
- b. Shall lead engagement with the P&C Association and school leaders;
- c. Shall arrange and preside over meetings of the Committee. In the event of the Convener is absent, the meeting shall elect a Convener for the occasion;
- d. Shall ensure that a verbal or written report of the activities of the committee is presented to all general meetings of the P&C Association (or executive committee). The report must include financial statements.

### 6. Meetings

Meetings of the Committee shall be at such times and places as determined by the Convener. The Committee shall meet formally at least once per semester. formal meetings will be used to;

- a. Organise formal events, i.e. determine location, budget, timing and other arrangements;
- b. Assign responsibilities for management of events, communication and school engagement.

### 7. Funding

- a. Floreat Dads will request budget for any events to be held, which will be approved by P&C at a General Meeting;
- b. A separate P&C budget line item, labelled 'Floreat Dads', with material excess funds from events or fundraising to be maintained in this budget line.
- c. Floreat Dads may spend up to \$100 per term on consumable items directly aligned with the operations of the sub-committee. Receipts for such items must be produced to receive reimbursement.
- d. All funds deposited into the P&C Bank Account use a code to identify which funding has come from Floreat Dads projects (e.g. FloreatDadssurname)



**8. Events**

- a. Floreat Dads will aim to hold at least two whole school Dad & Kids events and two Dads Events each calendar year;
- b. Any Floreat Dads events held on school premises will be required to be covered by P&C Public Liability insurance and/or Education Department. To facilitate this, the details (event type, location, date) of the events will be tabled at a General P&C meeting and the event(s).

**9. Alterations to the Terms of Reference**

All proposed amendments to these rules must be approved by a general meeting of the P&C Association.

**10. Endorsement**

We the undersigned, hereby certify that the Floreat Dads Committee terms of reference were adopted at the General Meeting of the P&C Association held on

\_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

President (Parents and Citizens' Association): \_\_\_\_\_

Floreat Dads Convenor : \_\_\_\_\_