



General Meeting 1  
Thursday, 28 March 2019  
7- 8:30pm  
School Library, Chandler Avenue

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### **Exec Members**

Pen Melis	<b>President</b>
Kristy Corbett	<b>Vice President</b>
Troy Sinclair	<b>Secretary</b>
Susan Chen	<b>Treasurer</b>
Luke McCarter	<b>Grounds</b>
Jenni Wilding	<b>Events</b>
David Graieg	<b>Siient Exec</b>
Adrian Taylor	<b>Class Rep Coordinator</b>

# General Meeting Agenda

**Date:** Thursday 28/03/2019

**Time:** 7:00 – 8:30 pm

**Venue:** School Library, Chandler Avenue

Floreat Park Primary School  
P&C Association



Agenda Items:					
Item	Time	Topic of Discussion			Attached
1	7:00pm	Open meeting, welcome and apologies (website)	PM		
2		AGM Minutes – ratified by A.Taylor & seconded by D.Graieg.	TS		
3	7:05pm	Office Bearer Reports			
	3.1	President's Report	PM		Report
	3.2	Treasurer's Report			
		<ul style="list-style-type: none"> <li>Summary of accounts to date</li> <li>Presentation of 2019 Budget</li> </ul>	SC PM		Financial Report Budget Report
4	7:15pm	Executive Reports			
	4.1	Principal's Report	JR		Funding Requests & quotes
	4.2	Funding requests considered and endorsed by Exec:	PM		
		<ul style="list-style-type: none"> <li>Request 1: Shade Sail Top Up</li> <li>Request 2: Chaplaincy</li> <li>Request 3b: Kindy raised vege garden beds</li> <li>Request 4: STEM – robots &amp; accessories</li> <li>Request 5: PE Equipment – PA system &amp; Dias</li> <li>Request 6: Music Room. Upgrade</li> <li>Request 8: Library equipment</li> <li>Request 10: Parent workshops</li> </ul>			
		Funding Requests requiring further consideration:			
		<ul style="list-style-type: none"> <li>Request 3a: Kindy Shade Sail</li> <li>Request 7: Interactive screens</li> <li>Request 9: Outdoor Learning Playground</li> <li>Request 11: Front Garden makeover</li> <li>Request 12: Basketball hoop height adjustment</li> <li>Request 13: Art Courtyard (Art Bar contribution thanks)</li> </ul>	KC MW PM LM DG PM		
	4.3	Motion to approve the budget and funding requests.	PM		
	4.4	Events Exec Report	JW		Report
	4.5	Class Rep Coordinator Comment	AT		Comment
	4.6	Silent Exec Comment	DG		Comment
	4.7	Grounds Exec Comment	LM		Comment
5	8:10pm	Committee Reports / Comment			
	5.1	Canteen Report	OB		Comment
	5.2	Book Club Comment	AH		Comment
	5.3	Uniforms Comment	LP		Comment
	5.4	Safety House Comment	AL		Comment
	5.5	Sustainability	JR		Comment
6	8:20pm	Other Matters:			
	6.1	Appoint Belinda Hart as a Uniforms coordinator	PM		
	6.2	P&C vacancies	KC		
7		Attachments: Reports & Funding Requests	PM		
8		Correspondence	TS		
9		Next Meeting: Tues, 28th May 2019 in the library 7 – 8:30pm	PM		
	8:30pm	Close of meeting	PM		

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## 3.1 President's Report:

Prepared by Pen Melis on 20/03/19

### Update and Key Activities:

It has been a busy few weeks as we've navigated through the P&C handover. A big thank you to Kim Batina for making the handover of the President role easy, I very much value her wisdom and ongoing support. The school administrative staff and leadership team have been so patient and encouraging, thank you!

There has been a positive response by parents to the new 2019 P&C Committee. No official announcement was issued, rather a subtle approach was adopted whereby the team has been out and about within the school community getting to know the parents. By creating intentional opportunities to chat with parents around school, at the Kindy, the swimming carnival, the class rep catch up and of course the fabulous Art Bar, so we've had plenty exposure. The introduction of a new P&C logo, name badges and the updated website photo contact page has also helped to introduce the new team to the school.

The 10 P&C email addresses are being re-utilised and will help to streamline communication and consolidate archiving. The P&C section of the website has been updated and will remain up to date to keep parents in the loop.

As a committee we will strive to always be open and approachable. We would love to hear from all parents, not just the few brave ones that come along to P&C meetings. Our class reps are there to help get information back to the committee, but we're also always happy to have a chat about your ideas and vision for the school.

## 3.2 Treasurer's Report:

Prepared by Susan Chen & Pen Melis on 25/03/19

### Updates and Key Activities:

The handover for Treasurer has been tricky and has had several delays. Toni Blundell and Troy Sinclair have been helping out in the interim. The treasurer handover is now complete, however, the transfer of signatories though approved is not complete until we receive our passwords and dongles - this should take place over the next couple days. It will be a busy time for Susan over the next few weeks as she reconciles finances for the Art Bar and settles into her role.

The budget for 2019 is presented and tabled in an attachment. Surplus funds from 2018 have been carried forward and included in funds available for targeted initiatives, infrastructure and other projects. Voluntary Contributions and Infrastructure Levies have been based on 614 students at an 85% recovery rate.

Year to date approximately \$61,000 in P&C contributions (voluntary and infrastructure) have been received and collected by the school on behalf of the P&C. Expenditure YTD is minimal and relates largely to the mother's day stall and computer leasing.

Financials –to be presented at the next General Meeting.  
FPPS P&C Budget - see attached

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## 4.1 Principal's Report:

Prepared by Jane Rowlands on 23/03/19

### Reports Details:

Reflections on the end of 2018 and start of 2019

Feedback from staff, parents and students on end of year activities and processes was extremely positive. The end of year concert was well attended and commented on, in particular the success of the Buddy program, a theme that came through as a WWW in the end of year parent meetings.

Other WWW themes in these meetings were improved communication, the STEM program, after school clubs, before school reading and Kid's Hope programs, Bounce Back – increasing independence in learning and inclusive sports programs.

EBI themes also included improving communication between parents and teachers and providing more opportunities for after school clubs (expanding the options to include more sport, music and art). These are themes we will work on this year.

The class placement process was again very thorough and inclusive. The policy worked well as did referencing the FAQs. Once class lists were posted, I did not receive any emails from parents requesting an interview. In 2017 5 emails were received and in 2016, 7 emails.

The main concern arising from the process was pressure being put on some teachers by parents to put or not put their child in a particular class. These were teacher driven requests and put teachers in very difficult situations. This year we must stress the section of the policy that addresses this.

Agreements and/or guarantees to honour requests parents for particular class placements cannot and will not be made by any member of staff.

Speaking with parents there was great support for the timeliness of decisions and planning in this area. Staff also felt that the process ran smoothly with high levels of transparency and consultation.

Posting both student reports and class lists on Connect for parents to view and not providing hard copies, drastically reduced the workload in the office.

The beginning of the year ran extremely smoothly thanks to efficient procedures at the end of 2018, parents preparing their children well for the beginning of 2019 and the commitment and professionalism of staff. I will go as far as saying that this was the smoothest start to a year that I have been part of!

Year level parent meetings were well attended with almost half of parents in each year level present.

### 2019 Enrolments

Year	K	PP	1	2	3	4	5	6
	77	63	84	75	79	90	82	64

TOTAL: 614 (2018 – 622; 2017 – 615)

Of these students, the following number attract additional resourcing due to other characteristics:

Diagnosed disability: 18

Aboriginality: 3

Social disadvantage: 2

EAL/D (English as an additional language or dialect): 5

All these details are subject to confirmation through the census that occurred on Friday 15 February. The Student Centred Funding Model (SCFM) will then calculate and confirm our final budget for the year. We will receive a small portion of this on 22 February as cash so we can cover urgent planned expenditure. The rest will come through by the end of term.

We have 400 families in the school.

Class structures have remained as advertised and planned at the end of 2018.

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## Principal's Report continued:

Prepared by Jane Rowlands on 23/03/19

### **Organisational chart**

The following processes are in progress for Term 2:

Selection of permanent Kindy 1 day a week teacher with strengths in teaching science

Selection of a two-day permanent STEM teacher in pre-primary

Appointment of Abby Hunter to replace Emma Di Lena who will be on maternity leave for the rest of the year.

In line with department regulations about clearing long service leave within two years, a number of staff are required to clear leave this year. Parents will be advised by class teachers when this will be and who the replacement is.

### **Business Plan**

We are on track with implementing the 2018-2020 strategic direction of the school.

This year we have a whole school focus on inquiry learning beginning with introducing thinking routines across the school. In making thinking visible parents will see many different strategies that involve collaborative practices and open-ended questions as a way of facilitating student learning. This means students are doing the 'heavy lifting' with regards to their learning and teachers are facilitating what they need to know and what they are curious about finding out. Students may also present their learning in different ways so the end products are not necessarily the same. We have set up a partnership with Hale Junior School to develop this approach to teaching.

Core learning areas such as English and Mathematics will still have a very explicit teaching focus. In K-2 Talk for Writing is continuing. Teachers and education assistants have undergone professional learning in addition to that provided last year. Again, this program will be very visible to parents in the K-2 classes.

In addition to professional learning to continue to build on teachers' skills in delivering the curriculum, further training and opportunities are available to staff in leadership across the school. This year we have introduced a PLC (Professional Learning Community) Executive meeting every fortnight for PLC leaders from each year level to share and explore ways to further knowledge in curriculum delivery across the school. Four teachers have qualified from the 2018 local school network leadership program with another three beginning next term.

Enhancements to the learning environment in terms of social/emotional and student engagement are ongoing. The development of physical spaces aligns with this and we look forward to the construction of the new outdoor learning area. Thanks to Kim Latham for her expertise in putting together three inspiring designs, and to Mark Walters for his work in ensuring this process was student driven and democratic!

Continuing to pay attention to effective two-way communication will always be at the forefront with rapid changes in technology giving us plenty of options. Our first session on cyber safety was very well attended and received by parents; again, an area we must keep ahead of as a community.

Over the holidays we learnt that our main school building is now heritage listed. I believe it is time to look at the message the front of our school is giving to the community and look at ways we can improve this, to reflect what a great school and community we have.

Moving forward it is imperative that we maintain and build on the strong and open governance between the school, P&C and Board. In this way we can provide the best opportunities for our students to flourish during their primary school years

Please find below initial funding requests that all complement the strategic direction of our Business Plan. Many requests are co-funded with the school. I have also listed some areas to explore with parents.

I look forward to a productive and successful year.

Jane Rowlands

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## Funding requests March 2019

Title	Amount requested	Comment
1. Shade sail top up	\$1 980	
2. Chaplaincy	\$4 100	
3. Kindy shade sail and garden beds	\$10 000 (max)	
4. STEM equipment	\$4 500	
5. Physical education	\$3 300	
6. Music room (up to)	\$ 30 000 (max)	
7. Interactive screens		Costing options presented for discussion
8. Library	\$ 3205	
9. Playspace (outdoor learning)		To be costed
10. Parent information sessions	\$2040	Budgeting for 3 during the year; 2 cyber safety plus one other

### Notes:

- In 2018 the new playground came in \$6000 over budget. The initial request from the P&C was for \$76 000 based on quotes from Programmed. The final invoice was for \$83 057.67 The school has already absorbed this shortfall and rather than put in a 'top up' request, would like P&C monies redirected in the development of the outdoor learning area.
- Music shirts – along with improving music facilities we would like to raise the profile of the music programs in the school by introducing a music shirt. Gemma Hadley has sourced a design along with students. Students are required to wear shirts at all music performances including choir, orchestra and instrumental music. There will be a transition period for purchase for Year 6 in particular, who have already outlaid for graduation shirts. Cost are detailed in the contributions and charges for this year.
- School sport shirts – we would like to explore ways of replacing shirts students wear for interschool competitions this year, in particular soccer and football and consider giving greater profile to the Floreat swimming bathers.

### 4.4 Events Report:

Prepared by Pen Melis & Jenni Wilding on 25/03/2019

**The Art Bar** was fantastic, thanks to an amazing group of volunteers coordinated by Amy Toohey. We would particularly like to thank Nicole Kettell our specialist art teacher and Toni Rockliff for their huge input into the children's artwork, the pieces were superb. The hard work of all these generous people will enable us to action the Outdoor Learning Playspace project soon. Net profit from this event is yet to be finalised but an initial figure is approx. **\$20,000**, this may go up or down as we reconcile the accounts. Watch this space!

PM & DG visited the Kindy over the last 2 Wednesday mornings to meet and greet parents. This will be repeated at the beginning of each term to facilitate open communication between the P&C and the Kindy.

**Entertainment Books:** Pre -sales available now. Cost: \$70 with the P&C receiving 20% from every membership. Parents can opt out by contacting Karen. Distribution Date: Monday 6th May, volunteer needed at 8.30am for an hour. Contact: karenjwilson08@gmail.com.

Attached: 2019 proposed events & Art Bar Honour List



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## 4.5 Class Rep Update Comment:

Prepared by Adrian Taylor

Almost half of the class reps were able to come along to the drinks evening on Wednesday 13 March. It was a very successful, low key event; fantastic to meet everyone and start putting some names to faces... we still only have 24 of the class reps who have sent a pic in... please do so ASAP.

## 4.6 Exec Comment:

Prepared by David Graieg

### **Basketball Post Height Reduction**

We have received a quote from Bardfield Engineering \$1100+gst for two rings (to keep the netball ring on the back of the poles to be at 10ft, 3.05m, while having the basketball rings lowed to 8ft, 2.4m). Jerry Ventouras from AusNet Industries should be sending through a quote in the coming week. So we will have two to compare. Mark Walters has suggested we lower the court closer to the assembly.

### **The Fathering Project**

There is an annual fee of \$400. They encourage four events a year: 1 family event (such as the movie picnic night), 1 dads only (such as having one of their speakers in say from 7:30pm to 9 to talk to the dads about the importance of fathering and to give some tips.), and 2 dads with kids events (such as the dads camp). If we wanted to proceed, on their website is an 8 step guide to creating a group. <https://thefatheringproject.org/> I have spoken with Jane Rowlands and she thinks it would be great to encourage fathers to be more involved.

## 4.7 Grounds Comment:

Prepared by Pen Melis – LM to comment verbally

The Outdoor Learning Playspace design Option 2 has been identified as the school's most popular choice. (refer to attachment) The school, P&C and Kim Latham will discuss how we move forward towards implementing this design.

The front curved school garden has been identified by the school as an area for improvement. LM to provide a plan for the planting of this area and ways to implement it economically. Request for funding to be approved.

A busy bee will be held soon areas of attention tbc.

## 5.1 Canteen Report:

Prepared by Bec O'Brien & Louise Birbeck on 22/02/2019

The Snack Shack is busy every day and we would be grateful for some volunteers to come and help us feed the hungry kids any time, they always love to see their parents behind the counter. This term the canteen has supported the after school stay and play, swimmers' breakfasts, school movie night and ride to school day. As always, thanks to Karen and Lucy for keeping things running so smoothly.

### Financials:

1. Overall sales this year are down \$1,007 compared to last year, this is due to reduced online sales this year.
2. Cost of sales is down to last year \$466 - reduced orders & affected by stock levels of bags & cutlery etc.
3. Last year bookkeeping fees commenced in March once we had confirmed rate etc, so no fees last year.
4. Last year no credit card so no fees
5. Repairs and Maintenance \$649.00 this year due to faulty fridge freezer tripping power call out Karl
6. Telephone this year, only Feb cost in as paid extra cost last year accounts to cover hols.
7. Wages down this year purely due to timing of pay runs.
8. Loss is fairly normal at the start of the year as stocks need to be replenished and we do not record stock taking in the books, also I believe most food stocks are completely run down at the end of the year.

Balance sheet & Profit & loss statement attached

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## 5.2 Uniforms Comment:

Prepared by Louise Pheland on 22/03/2019

Firstly, we have a new recruit – Belinda Hart has kindly joined the team. We are currently working on some updates on the Uniform website. These include updating the school Uniform Policy, deleting discontinued items and streamlining the online order form. Going forward we would like to look at how the Uniform Shop Coordinators can update stock levels on the online shop. Currently it causes issues when we are unable to fulfil orders when stock items have run out or are on back order. It would be good to communicate to our customers when items are out of stock. Winter stock will be arriving next month.

## 5.3 Book Club Comment:

Prepared by Amanda Herbert

Awaiting Comment, to be included in the minutes of this meeting.

## 5.4 Safety House Comment

Prepared by Anna Leshchinskaya on 22/03/2019

Compliance issues: (a) deciding on removal of the Safety House signs off the residential mail boxes due to change of residents; (b) following up on the residents' Working with Children status. Backpack contact details cards: deciding on the second call for applications for the cards.

## 5.45 Sustainability Comment

Prepared by Janine Roets on 22/03/2019

The aim of the Floreat Park PS P&C Sustainability Sub – Committee is to support the school in implementing projects identified in the sustainability focus - activities with waste management and composting being the initial focus.



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## Supporting Documentation:

### 3.2 2019 Budget

	2019	
	Budget	
	Income	Expenditure
Opening bank balance	\$ 97,267	
relating to prior yr Voluntary Contributions to be spent in 2019	-\$ 12,329	
relating to prior yr Infrastructure Levy to be spent in 2019	-\$ 18,474	
relating to prior yr Fundraising Projects to be spent in 2019	-\$ 53,930	
Savings remaining	\$ 12,534	
<b><u>Voluntary Contributions</u></b>		
Voluntary Contributions forecast Current Yr (Based on 614 students @ 85% reco)	\$ 78,285	
2018 Cash Balance brought forward	\$ 12,329	
Recovery of Costs re: Canteen and Uniform Bookkeeper	\$ 3,850	
	<b>\$ 94,464</b>	
<b><u>Pre - Approved P&amp;C Running Costs</u></b>		
Banksia 2019		\$ 5,200
Class Cooking (\$30/class)		\$ 780
Class Reps Coffee		\$ 150
Gardening Allowance		\$ 1,000
Yr 6 Graduation 2018		\$ 2,000
Stay and Play		\$ 400
Sundowners		\$ 200
Dropbox		\$ 50
Safety House WWC Reimbursement		\$ 100
Web hosting - domain name & email addresses		\$ 200
MYOB Essentials		\$ 350
WACSSO		\$ 1,200
Other P & C Expenses		\$ 1,500
Bookkeeper (\$35 x 10hrs per mth x 11mths)		\$ 3,850
School Trophies and Ribbons		\$ 2,000
		<b>\$ 18,980</b>
Subtotal of funds remaining before funding requests approval	<b>\$ 75,484</b>	
<b><u>Funding requests:</u></b>		
Request 1: Shade Sail top up		\$ 1,980
Request 2: Chaplaincy		\$ 4,100
Request 3a: Kindy Shade Sails		\$ 9,000
Request 3b Kindy Raised Vege garden		\$ 1,000
Request 4: Stem - robots, booster packs		\$ 4,500
Request 5: PE Equipment - PA & Winners Dias		\$ 3,300
Request 6: Music Room Upgrade		\$ 30,000
Request 8: Library Equipment		\$ 3,205
Request 10: Parent information session		\$ 2,040
Request 11: Front Garden Makeover		\$ 5,000
Request 12: Basketball hoop height adjustment		\$ 1,200
<b>Total Funding Requests</b>		<b>\$ 63,345</b>
Total Voluntary Contribution funds remaining	<b>\$ 12,139</b>	

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Supporting Documentation:  
3.2 2019 Budget cont.

### **Infrastructure Levy**

2018 ICT Balance brought forward	\$ 18,474
Infrastructure Levy Current Yr (Based on 614 students @ 85% recovery rate)	\$ 52,190
<b>Available funds for Infrastructure Initiatives</b>	<b>\$ 70,664</b>

### ICT Projects as follows

Laptop leasing years 4-7	\$ 18,204
Laptop leasing from term 3, 2018	\$ 16,657
Request 7: Interactive touch screens proposal - available funds	\$ 30,000
<b>Total Infrastructure spend</b>	<b>\$ 64,860</b>

**Infrastructure Funds remaining** (*contingency for 2020 leasing*)

**\$ 5,804**

### **Fundraising and Other Project Costs**

2018 Fundraising and Project Costs Balance brought forward \$ 53,930

### 2019 Fundraising Events (net profits)

Movie Night	\$ 400
Major Fundraiser - Art Bar - <i>net profit still to be finalised</i>	\$ 20,000
Entertainment Book	\$ 2,800
Mothers Day/Fathers Day Stall	\$ 400
Election Day Stall	\$ 500
City to Surf (sausage sizzle and largest team)	\$ 1,000
Cake Stall Athletics Carnival	\$ 2,100
Art for Cards/Kindy Tea Towels	\$ 7,000
<b>2019 Fundraising</b>	<b>\$ 34,200</b>

**Subtotal funds raised**

**\$ 88,130**

### Other Projects:

Shade Sails installed 2018 - still to be paid	\$ 18,000
Funding Request 9: Outdoor Learning Playspace	\$ 65,000
Funding Request 13: Art Courtyard (Art Bar contribution)	\$ 5,000
<b>Total Fundraising remaining:</b>	<b>\$ 130</b>

### **Other Income**

Interest	1,000
Distributions from Canteen	
Grants & Donations	150
	<b>\$ 1,150</b>
	<b>\$ -</b>

Funds remaining in Bank

**\$ 12,534**

**Total funds remaining**

**\$ 31,756**

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## Supporting Documentation:

### 4.4 2019 Events

2019 P&C Events							
TERM	ACTIVITY	DATE	TIME	VENUE	TYPE	MANAGING	TARGET
ONE	Welcome Sundowner & Movie night	Saturday, 16 February	5 - 9pm	School Oval	Community	P&C exec 2018 & 2019 nominees	400
	Meet & Greet Kindy	Wednesday 13 March & Wednesday 20 March	Before school in classroom	Kindy	Community	Kristy & Pen	N/A
	Class Rep Drinks Catch-up	Wednesday 13 March	5 - 6pm	Playground Trees	Community	Adrian - Class Rep Coord Exec Committee,	N/A
	Art Bar	Saturday, 23 March	6:30pm until late	Learning Area	Fundraiser	Amy Toohey, Nicole Kettell & Toni Rockliff (Year 4)	20,000
	Mums Fashion Night. JJ Kings & Et Seq.	Wednesday, 10 April	6:30pm	JJ Kings	Community	Jenni. Kindy & Preprimary	N/A
	Entertainment Books	April	n/a	n/a	Fundraiser	Karen Wilson - Committee	2,800
TWO	Friday Fun 1 (Replace Stay & play) lcy poles Year 5 & 6 Stalls – plants/bake stall/books/toys	Friday, 9 May	3:10 - 5PM	Playground Trees & Basketball courts	Community & Charity Fundraiser	P&C Exec, Jenni & school council	N/A
	Election Day Stall	TBC	TBC	Kindy & Main school	Fundraiser	Natalie Dimmock & Volunteers	500
	Mother's Day Stall	8 - 10 May	TBC	Undercover learning area	Community	Coralie Sala Tenna (Year 5)	200
THREE	Friday Fun 2 (End of week 1) Coffee Van, hot chocs Year 5 & 6 Stalls – plants/bake stall/books/toys	Friday, 26 July	3:10 - 5PM	Playground Trees & Basketball courts	Community & Charity Fundraiser	P&C Exec, Jenni & school council	N/A
	City to Surf	Sunday, 11th August	n/a	n/a	Fundraiser	Gemma Ward & volunteers	1000
	Athletics Carnival Cake Stall	TBC	n/a	McClane	Fundrasier	TBC	2100
	Earn & Learn - Woolworths	TBC	n/a	n/a	Fundraiser – community	School Council	N/A
	Father's Day Stall	28 - 30 September	TBC	Undercover learning area	Community	Coralie Sala Tenna (Year 5)	200
FOUR	Friday Fun 3 (End of week 1) lcy poles Year 5 & 6 Stalls – plants/bake stall/books/toys	Friday, 18 October	3:10 - 5PM	Playground Trees & Basketball courts	Community & Charity Fundraiser	Canteen, Jenni & school council	N/A
	Year 6 Graduation	TBC	TBC	TBC	Community	Year 5 & 6	N/A
	Father/Children camping weekend			TBC	Community	Each year group	
	Banksia			n/a	Community	Janine Roets	
	Year 6 Rottnest trip			Rottnest	Community	Year 6	
	Melbourne Cup Event	Tuesday, 6 November		Reobold Tennis Club	Community	Caroline S. Year 2 and Pre primary	
	Art4Cards - parent run - out of school hours	TBC	TBC	n/a	Fundraiser	Katie McLeod & volunteers	7000
TOTAL ESTIMATED FUNDRAISING:							34,000



[Supporting Documentation:](#)  
4.4 Events cont.

## Art Bar Honour List



**Thank You to these families for helping to make our Art Bar amazing.**

- **Clayton and Shay Byrne** for arranging the generous support by Nowhereman Brewing Co to assist with our fundraising
- **Pat and Pam Corbett** of Single File Wines for the provision of their beautiful wines at heavily discounted cost to assist with our fundraising.
- **Larry Smith** of Pizza on Cambridge for keeping us all very well fed and discounting the pizzas to assist with our fundraising.
- **Sam and Matt** Lister of Swan Event Hire for transforming the Outdoor Learning Area to a magical party scene.
- **Richard and Amanda Smith** of Gateway Printing for their donation of three art works for sale during the night, as well as printing our posters.
- **DJ Mark Hemery** for putting on all the dance vibes at no cost.
- Local real estate agent **Helen Hemery** of Caporn Young for her financial sponsorship to the event.

**A huge thanks to all our wonderful volunteers for all the many hours of work given to make this year's Art Bar an event to remember:**

- Art co-ordinators - **Nicole Kettell** and **Toni Rockliff**
- Event co-ordinator - **Amy Toohey**
- Raffle co-ordinator - **Sarah Fenner**
- Bar management/ set up - **Clayton Byrne** and **Anthony Georgeff**
- Bar staff volunteers - **Sam Spiro, Natalie Dimmock, Darren Connell**
- Cashiers/ art sales - **Claire Haslehurst, Cat Johnson, Lisa Church, Keira Bury**
- Art photography - **Grant Taylor**
- Auctioneer - **Morgan O'Shea**
- Trybooking co-ordination - **Emma Fuller**
- Poster/ graphic design - **Lauren Hollywell**
- Decoration/ Set up/ Clean up/ Other duties - **Amy and Chris Toohey, Sarah and Dave Fenner, Pen Melis, Kristy Corbett, Nadia and Scott Beale, Emma Kirkwood, Ange Sturdy, Emma and Wayne Lawrence, Grant and Ben Pexton, Megan and Morgan O'Shea, Fiona van den Berg, Sharlyn Vermey, Amanda Beckett, Kristy Corbett, Larissa Connell, Louise Phelan, Kim and Mark Batina, Nicola and Darren McFarlane, Bianca Hayley, Claire Shoebridge and Kate Molloy.**

Thanks to everyone who contributed towards this fundraiser financially or by giving of your time. We'll let you know the numbers as soon as we can!

# General Meeting Agenda

**Date:** Thursday 28/03/2019

**Time:** 7:00 – 8:30 pm

**Venue:** School Library, Chandler Avenue

Floreat Park Primary School  
P&C Association



## [Supporting Documentation:](#)

### 5.1 Canteen accounts

## Balance Sheet

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

Accrual mode  
28 Feb 2019  
ABN: 79221966715  
Generated 23 Mar 2019

		Total
<b>Asset</b>		
<b>Banking</b>		
1-1000	Bankwest Canteen Account	6,304.92
1-1300	Credit Card Billing Account -5492	-598.71
<b>Total Banking</b>		<b>5,706.21</b>
<b>Current Assets</b>		
1-1700	Loan to P&C	20,000.00
1-1750	Guarantee for Credit Card - Term Deposit	5,000.00
1-1800	Accounts receivable	80.50
<b>Total Current Assets</b>		<b>25,080.50</b>
<b>Fixed Assets</b>		
1-2600	Plant & Equipment	5,533.00
<b>Total Fixed Assets</b>		<b>5,533.00</b>
<b>Total Asset</b>		<b>36,319.71</b>
<b>Liability</b>		
<b>Current Liabilities</b>		
2-1800	Accounts payable	2,220.59
2-2600	PAYG withholdings payable	100.00
2-3200	Superannuation payable	173.38
<b>Total Current Liabilities</b>		<b>2,493.97</b>
<b>Total Liability</b>		<b>2,493.97</b>
<b>Net Assets</b>		<b>33,825.74</b>
<b>Equity</b>		
<b>Current Earnings</b>		
3-1800	Current year earnings	-2,573.06
<b>Total Current Earnings</b>		<b>-2,573.06</b>
<b>Retained Earnings</b>		
3-1600	Retained earnings	35,231.02
<b>Total Retained Earnings</b>		<b>35,231.02</b>
3-9999	Historical balancing	1,167.78
<b>Total Equity</b>		<b>33,825.74</b>

# General Meeting Agenda

**Date:** Thursday 28/03/2019

**Time:** 7:00 – 8:30 pm

**Venue:** School Library, Chandler Avenue

Floreat Park Primary School  
P&C Association



## [Supporting Documentation:](#)

### 5.1. Accounts cont.

#### Profit and loss

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

Accrual mode  
01 Jan 2019 – 28 Feb 2019  
ABN: 79221966715  
Generated 23 Mar 2019

		Total			
		Actual	Last Year	Var \$	Var %
<b>Income</b>					
4-1800	Online Canteen Orders	4,838.90	5,863.10	1,024.20 ↓	17.5% ↓
4-2400	Cash Sales	1,947.85	1,828.85	119.00 ↑	6.5% ↑
4-4500	School Functions	-	102.50	102.50 ↓	100.0% ↓
<b>Total Income</b>		<b>6,786.75</b>	<b>7,794.45</b>	<b>1,007.70 ↓</b>	<b>12.9% ↓</b>
<b>Less Cost of Sales</b>					
5-2000	Canteen Supplies	4,869.05	4,998.78	129.73 ↓	2.6% ↓
5-2800	Drinks	1,060.63	1,213.50	152.87 ↓	12.6% ↓
5-3400	Bags and Paper	171.46	355.23	183.77 ↓	51.7% ↓
<b>Total Cost of Sales</b>		<b>6,101.14</b>	<b>6,567.51</b>	<b>466.37 ↓</b>	<b>7.1% ↓</b>
<b>Gross Profit</b>		<b>685.61</b>	<b>1,226.94</b>	<b>541.33 ↓</b>	<b>44.1% ↓</b>
<b>Less Expense</b>					
6-1000	Accounting Fees	259.70	-	259.70 ↑	-
6-1450	Credit Card Fees	54.88	-	54.88 ↑	-
6-1500	Computer & Internet Expenses	110.00	100.00	10.00 ↑	10.0% ↑
6-1700	Commission Fees	143.71	174.13	30.42 ↓	17.5% ↓
6-2500	Equipment	-	8.00	8.00 ↓	100.0% ↓
6-4200	Printing & Stationery	4.00	119.00	115.00 ↓	96.6% ↓
6-4800	Repairs & Maintenance	649.00	-	649.00 ↑	-
6-5400	Superannuation expense	173.38	313.50	140.12 ↓	44.7% ↓
6-5600	Telephone	39.00	-	39.00 ↑	-
6-6200	Wages & Salaries	1,825.00	3,300.00	1,475.00 ↓	44.7% ↓
<b>Total Expense</b>		<b>3,258.67</b>	<b>4,014.63</b>	<b>755.96 ↓</b>	<b>18.8% ↓</b>
<b>Operating Profit</b>		<b>-2,573.06</b>	<b>-2,787.69</b>	<b>214.63 ↑</b>	<b>7.7% ↑</b>
<b>Plus Other Income</b>					
<b>Total Other Income</b>		<b>0.00</b>	<b>-</b>	<b>0.00</b>	<b>-</b>
<b>Less Other Expense</b>					
<b>Total Other Expense</b>		<b>0.00</b>	<b>-</b>	<b>0.00</b>	<b>-</b>
<b>Net Profit</b>		<b>-2,573.06</b>	<b>-2,787.69</b>	<b>214.63 ↑</b>	<b>7.7% ↑</b>





## Request 1: Shade Sale Top Up

<b>Request Summary</b>	Additional funding for shade sails	<b>Prepared By</b>	Jane Rowlands on 21/03/2019
<b>Date Required</b>	End of Term 1	<b>Year Level/s</b>	\$1987.00
<b>Learning Area</b>	Playspaces	<b>Amount Requested</b>	\$4500

The original cost submitted for shade sails was \$13 000 to \$18, 000. However, the final cost was **\$19, 870** leaving a shortfall of \$1987.00

## Request 2: Chaplaincy

<b>Request Summary</b>	Top up of Chaplaincy funds and allocation for programs
<b>Prepared By</b>	Jane Rowlands on 21/03/2019
<b>Date Required</b>	End of Term 1
<b>Amount Requested</b>	\$4100
<b>Learning Area</b>	Social and emotional health and wellbeing
<b>Year Level/s</b>	All, staff and community

### Please describe what you would like to purchase with the funds requested

Chaplain Sue provides a range services to the school in line with a local agreement made with Youthcare, who provide the majority of funds for the chaplaincy program.

### Please describe how this will benefit the school and/or children

Chaplaincy services include assistance with social issues such as anxiety, separations, friendship fires and social and emotional development. Specific tasks include lunch clubs, attending Student Services meetings, support with Business plan goals (2.1, 2.2 and 2.3), excursions, camps and assistance at sports events.

In addition, the chaplain forges community links through organisations that include Foodbank, the Kids Hope mentoring program, Rotary and enlists support from local churches.

### Has some of the cost been funded by other means (school reserve/grant/DoE etc) and if so, please give details

Yes. Youthcare who provide \$21,453.76 The total cost of the program is \$24,944.66 (both are net figures). The shortfall is \$3,490.90. The P&C have in the past included \$600 in their running costs for the Chaplaincy program running costs that cover such things as materials for lunch club. This is included in the submission. The school and Youthcare provide funds for the professional development of the Chaplain.



### Request 3: Kindy Shade Sails

<b>Request Summary</b>	Kindergarten shade sails
<b>Prepared By</b>	Jane Rowlands on 21/03/2019
<b>Date Required</b>	When project is complete
<b>Amount Requested</b>	Up to \$10,000
<b>Learning Area</b>	Play spaces and gardening
<b>Year Level/s</b>	Kindergarten

Please describe what you would like to purchase with the funds requested

Shade sails for the front garden at kindy and a raised garden bed (container) for growing vegetables.

Please describe how this will benefit the school and/or children

4 years ago the front play space at kindy was replaced by a temporary toilet block that catered for students with special needs. For this to occur, a shade sail from the front garden was relocated to the sand pit area in the back play space (Department funded). The toilet block has been removed so the space is now able to be converted back to a play space but has no shade. Teachers would also like a much larger container to grow vegetables in than the small one they currently have in the back plays pace.

Has some of the cost been funded by other means (school reserve/grant/DoE etc) and if so, please give details

No

Is there anything else we need to know to support the request? Please attach any supporting documents/quotes.

Initial quotes suggest the costs will be in the region of \$10 000



## Request 4: Stem Equipment

<b>Request Summary</b>	STEM equipment	<b>Prepared By</b>	Jane Rowlands
<b>Learning Area</b>	STEM	<b>Year Level/s</b>	P - 6
<b>Date Required</b>	End of Term 1	<b>Amount Requested</b>	\$4500

Please describe what you would like to purchase with the funds requested

STEM equipment for the STEM room (see list at the end of this application).

Please describe how this will benefit the school and/or children

The STEM program at Floreat is a high quality enrichment program accessed by all students in pre-primary to Year 6. Although it addresses the digital technology area of the curriculum for reporting purposes, it goes beyond what can be catered for in the regular classroom in terms of enrichment in this area. Evidence suggests that our students are entering high school with highly competent STEM skills thanks to the program's design and the opportunities all students have to a wide range of equipment.

Has some of the cost been funded by other means (school reserve/grant/DoE etc) and if so, please give details

The school also contributes to the STEM budget.

Is there anything else we need to know to support the request? Please attach any supporting documents/quotes.

Equipment	Cost (current at time of request)
Kodeklx booster pack	\$1 519.00
Kodeklx book from AISWA	\$ 75
Electronics screwdriver X 12	\$ 240
6 x blue-bot swarm and charger	\$1 095.00
STEM posters	\$ 100
Construction materials	\$ 200
Blue/bee-bot world map	\$ 252.95
Blue/Bee-bot alphabet mat	\$ 65.95
(PP) 6 bee-bot swarm and charger	\$ 699.00
Straw Construction Kits	\$ 159.90
UV beads 3 x 1000 pkt	\$ 90.85
<b>Total requested</b>	<b>\$4497.65</b>



## Request 5: PE Equipment

<b>Request Summary</b>	Resources and equipment to support the physical education program
<b>Prepared By</b>	Jane Rowlands on 21/03/2019
<b>Date Required</b>	On purchase
<b>Amount Requested</b>	Up to \$3 300
<b>Learning Area</b>	Physical education.
<b>Year Level/s</b>	All

Please describe what you would like to purchase with the funds requested

A range of equipment and resources listed at the end of this application.

Please describe how this will benefit the school and/or children

Students have access to a quality program that is well resourced and supported. The physical education program at Floreat has a high profile and will be enjoyed by all students. Floreat has an excellent reputation in this area.

Has some of the cost been funded by other means (school reserve/grant/DoE etc) and if so, please give details

The school also allocated a budget to physical education

Is there anything else we need to know to support the request? Please attach any supporting documents/quotes.

Item	Cost (approximate)
Trophies and ribbons (all carnivals) Top up funding	\$1 000
Tennis nets	\$1 000
Dais (maximum cost – design not chosen yet)	\$1 300
<b>Total</b>	<b>\$3 300</b>



## Request 6: Music Room Upgrade

<b>Request Summary</b>	Music room upgrade
<b>Prepared By</b>	Jane Rowlandson 21/03/2019
<b>Date Required</b>	Ongoing when works are completed
<b>Amount Requested</b>	Up to \$30 000
<b>Learning Area</b>	Music
<b>Year Level/s</b>	All

Please describe what you would like to purchase with the funds requested

Upgrade of the music room

Please describe how this will benefit the school and/or children

In 2016 the GAFIG committee determined some key principals around future medium to long term planning for Floreat Park Primary School. In that plan the importance of each specialist having a well-resourced designated teaching area was articulated. To date the P&C have supported the development of a STEM room and visual arts space that have enhanced the learning opportunities of all students.

The music room is due for upgrading. Items in need include a new carpet, windows, window dressings, painting, electrics and purpose -built cupboards to store musical instruments both school and for students who undertake IMMS classes.

Has some of the cost been funded by other means (school reserve/grant/DoE etc) and if so, please give details

The school supports the music program through budget allocations for equipment.

Is there anything else we need to know to support the request? Please attach any supporting documents/quotes.

It is expected that this project would be staged across the year. The majority of works would have to be undertaken by Programmed, the Department's service provider. This is for insurance purposes. Some elements such as painting, could be undertaken through other channels.



## Request 7: Interactive Screen Proposal

<b>Proposal Summary</b>	9 interactive touch panel screens	<b>Amount Proposed</b>	Up to \$70,000 over 2 - 3 years
<b>Proposed By</b>	Mark Walters on 21/03/2019	<b>Learning Area</b>	ICT infrastructure
<b>Date Required</b>	2019 – 2020	<b>Year Level/s</b>	2 - 6

Proposal information attached.

## Request 8: Library Equipment

<b>Request Summary</b>	Library equipment	<b>Prepared By</b>	Jane Rowlands & Jodie Barnes
<b>Date Required</b>	When approved	<b>Amount Requested</b>	\$ 3205
<b>Learning Area</b>	Library	<b>Year Level/s</b>	All

Please describe what you would like to purchase with the funds requested

Book storage and chill out chairs for students.

Please describe how this will benefit the school and/or children

Better display of materials and greater variety of furniture for the children to relax in.

Has some of the cost been funded by other means (school reserve/grant/DoE etc) and if so, please give details

Yes; the school give the library a budget

Is there anything else we need to know to support the request? Please attach any supporting documents/quotes.

Item	Cost
Graphic and Comic book storage/Display shelves	\$ 1150
Chill out chairs x 6	\$ 930
Scoop rocker chair x 6	\$ 600
Floor chair x 6	\$ 525
<b>Total</b>	<b>\$ 3205</b>





## Request 9: Playspace (Outdoor Learning)

<b>Request Summary</b>	Playspace	<b>Prepared By</b>	Jane Rowlands
<b>Date Required</b>	Ongoing when works are completed	<b>Amount Requested</b>	To be determined
<b>Learning Area</b>	Outdoor Learning	<b>Year Level/s</b>	All

Funding shortfall **\$7,057.67** from 2018 playground funding to be redirected to this new Outdoor learning playspace

Playspace Design 2 attached - to be budgeted ASAP to determine funding requirements.

## Request 10: Parent Education Sessions

<b>Request Summary</b>	Parent education sessions (x3)	<b>Prepared By</b>	Mark Walters on 22/03/2019
<b>Date Required</b>	When approved	<b>Amount Requested</b>	\$2100
<b>Learning Area</b>	Technologies; ICT Capability;	<b>Year Level/s</b>	All

### Fund Request Outline:

This is a funding request for two parent workshops delivered by ySafe and one further workshop (TBC).

ySafe is certified under the Office of the eSafety Commissioner to deliver cyber safety education programs.

The workshop presented a multidisciplinary approach to cyber safety education and management and digital citizenship education. The presenter Jordan Foster is a Child and Adolescent Psychologist and CEO and founder of ySafe. The presentation was compiled with input from law enforcement experts and educators who specialise in cyber safety and social media.

Jordan Foster is a highly respected, nationally recognised voice in the area of cyber safety for children. Her 2018 parent session in Term 4 was very well received by parents and it was agreed that we would invite her back on an annual basis.

### Benefits to the School:

Parents and school communities face challenges regarding children's online activities and the rapidly rising prominence of technology related developmental and behavioural issues.

The workshop upskilled participants in harnessing the positive elements of technology, while exploring practical, easy -to-implement strategies to minimise negative online experiences.

### Supporting info:

Invoice for the recent parent workshop is attached.

100 parents registered for the event; 73 attended (up from 23 last time).

Feedback again was extremely positive.



## Supporting Documentation:

### Funding Proposal 1

#### Request for P&C Funding

#### Request Details

<b>Summary of Request</b>	Funding for Shade Sails
<b>Prepared By</b>	Mark Walters
<b>Request Date</b>	03/08/18
<b>Date Funds Required</b>	Immediately
<b>Amount Requested</b>	Between \$13,000 and \$18,000
<b>Learning Area</b>	Play Spaces
<b>Year Level/s</b>	All

#### Please describe what you would like to purchase with the funds requested

Following the successful selection and installation of our new play equipment, we are exploring avenues for the funding of shade sails.

We have applied for a grant of up to \$25,000 from The Department of Education to fund this. Whilst a strong case has been put forward, we have applied for this grant previously and been unsuccessful.

3 quotes have been received to install shade sails over the new equipment and repair 2 of the 4 damaged sails over the existing equipment. These range from about \$13,000 to \$18,000 (the highest quote being from the company who installed the original sails and posts)

We will also have each shade sail over the equipment taken down each winter to prolong their life at the cost of about \$800 per year.

#### Please describe how this will benefit the school and/or children

The importance of sun safety is a priority at Floreat. Our students wear hats all year round. Shade sails over the new equipment will ensure children are protected from the sun and stop the metal equipment from becoming too hot to play on in the summer months.

#### Has some of the cost been funded by other means (school reserve/grant/DoE etc) and if so, please give details

As mentioned above, the school has applied for a Department Of Education grant of up to \$25,000. We will be informed of the outcome in the coming few weeks.



## Supporting Documentation:

Funding Proposal 7 by Mark Walters:



### Interactive Screens for classrooms

#### Current situation:

We have 6 installed which were bought outright using school funds in 2017

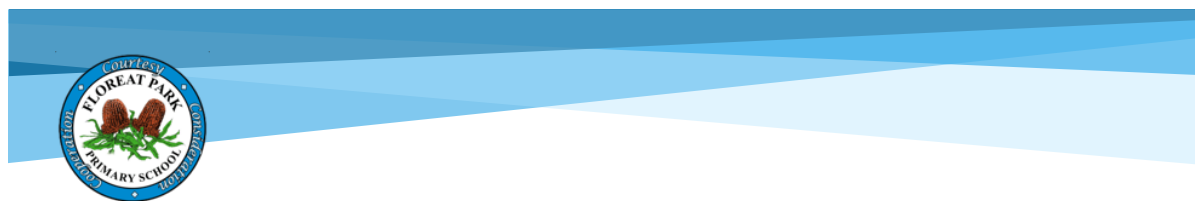
Promethean ActivPanel Touch 75inch LCD - Version 5 with ActivConnect 5  
\$6,253.00 (ex GST)

#### To complete all classrooms in school:

Room	Current Situation	Action
Rm KR (Kindy)	Promethean interactive whiteboard and projector	
Rm KY (Kindy)	Promethean interactive whiteboard and projector	
Rm 23 PPL	Interactive screen (low level) 5 years old approx	
Rm 24 PPD	Interactive screen (low level) 5 years old approx	
Rm 22 P/1C	Interactive screen (low level) 5 years old approx	
Rm 21 Y1R	Interactive screen (low level) 1 years old approx	New 1 of 6
Rm 15 Y1W	Flat panel display (non-interactive)	
Rm 16 Y1S	Flat panel display (non-interactive)	
Rm 17 Y2FH	Promethean interactive whiteboard and projector	
Rm 18 Y2P	Promethean interactive whiteboard and projector	
Rm 19 Y2B	Interactive screen 1 years old.	NEW 2 of 6
Rm 9 Y3G	Promethean interactive whiteboard and projector	
Rm 10 Y3E	Interactive screen 1 years old.	NEW 3 of 6
Rm 11 Y3CC	Promethean interactive whiteboard and projector	
Rm 12 Y3PM	Promethean interactive whiteboard and projector	
Rm 1 Y4C	Interactive screen 1 years old.	NEW 4 of 6
Rm 2 Y4FE	Interactive screen 1 years old.	NEW 5 of 6
Rm 3 Y4MB	Promethean interactive whiteboard and projector	
Rm 5 Y5P	Interactive screen 4 years old approx	
Rm 4 Y5PB	Promethean interactive whiteboard and projector	
Rm 8 Y5G	Promethean interactive whiteboard and projector	
Rm 6 Y6A	Promethean interactive whiteboard and projector	
Rm 7 Y6H	Interactive screen 1 years old.	NEW 6 of 6
Music Room	Promethean interactive whiteboard and projector	Move screen from old art room
Art Room	Flat panel display (non-interactive)	
STEM Room	Flat panel display (non-interactive)	
Italian Room	Promethean interactive whiteboard and projector	Need to mount TV screen in tech store
Library	Flat panel display (non-interactive)	



## Funding Proposal 7 cont. by Mark Walters:



### Proposal

Purchase 9 interactive touch panel screens:

### Costings:

No CUA for Audio Visual Systems

If above \$50,000 (inc GST) have to go to invited tender – Confirmed by Rene Lovernance, Leasing Officer, DoE)

1. Concept AV (supplier of 5 existing screens) (Promethean Screens)  
Cost per 75" screen \$6320 approx (ex GST)  
Total Cost of 9 screens installed **\$70,169.00** (inc GST)  
Cost per 65" screen \$4270 approx (ex GST)  
Total Cost of 9 screens installed **\$49,874.00** (inc GST)
2. 3 Monkeys (Edu-Touch Screens)  
Cost per 75" screen \$7913 approx (ex GST)  
Total Cost of 9 screens installed **\$71,220.00** (inc GST)  
Cost per 65" screen \$5982 approx (ex GST)  
Total Cost of 9 screens installed **\$53,840.60** (inc GST)
3. K2AV (InFocus Screens)  
Cost per 75" screen \$7395 approx (ex GST)  
Total Cost of 9 screens installed **\$68,220.60** (inc GST)  
Cost per 65" screen \$4585 approx (ex GST)  
Total Cost of 9 screens installed **\$42,372.00** (inc GST)
4. ASI Solutions (Promethean Screens)  
Cost per 75" screen \$6890 approx (ex GST)  
Total Cost of 9 screens installed **\$68,211.00** (inc GST)  
Cost per 65" screen \$4999 approx (ex GST)  
Total Cost of 9 screens installed **\$49,490.00** (inc GST)

### Recommendation

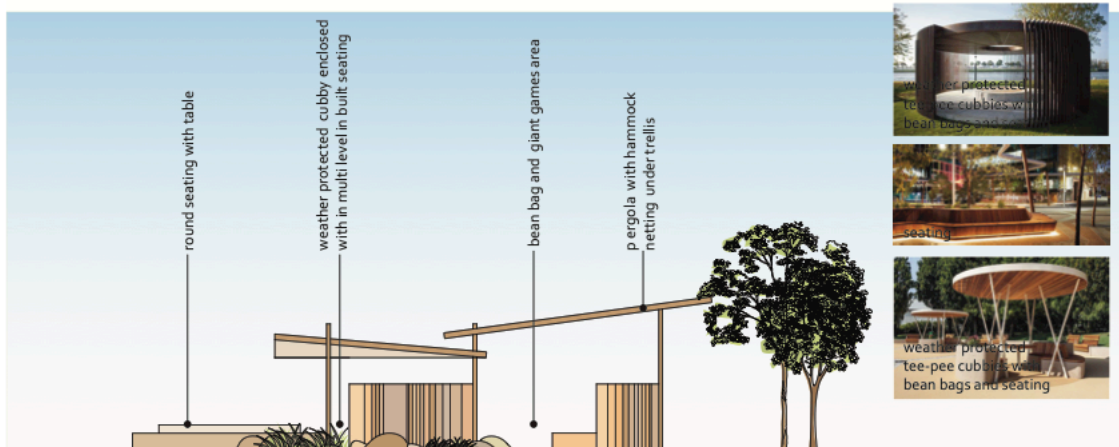
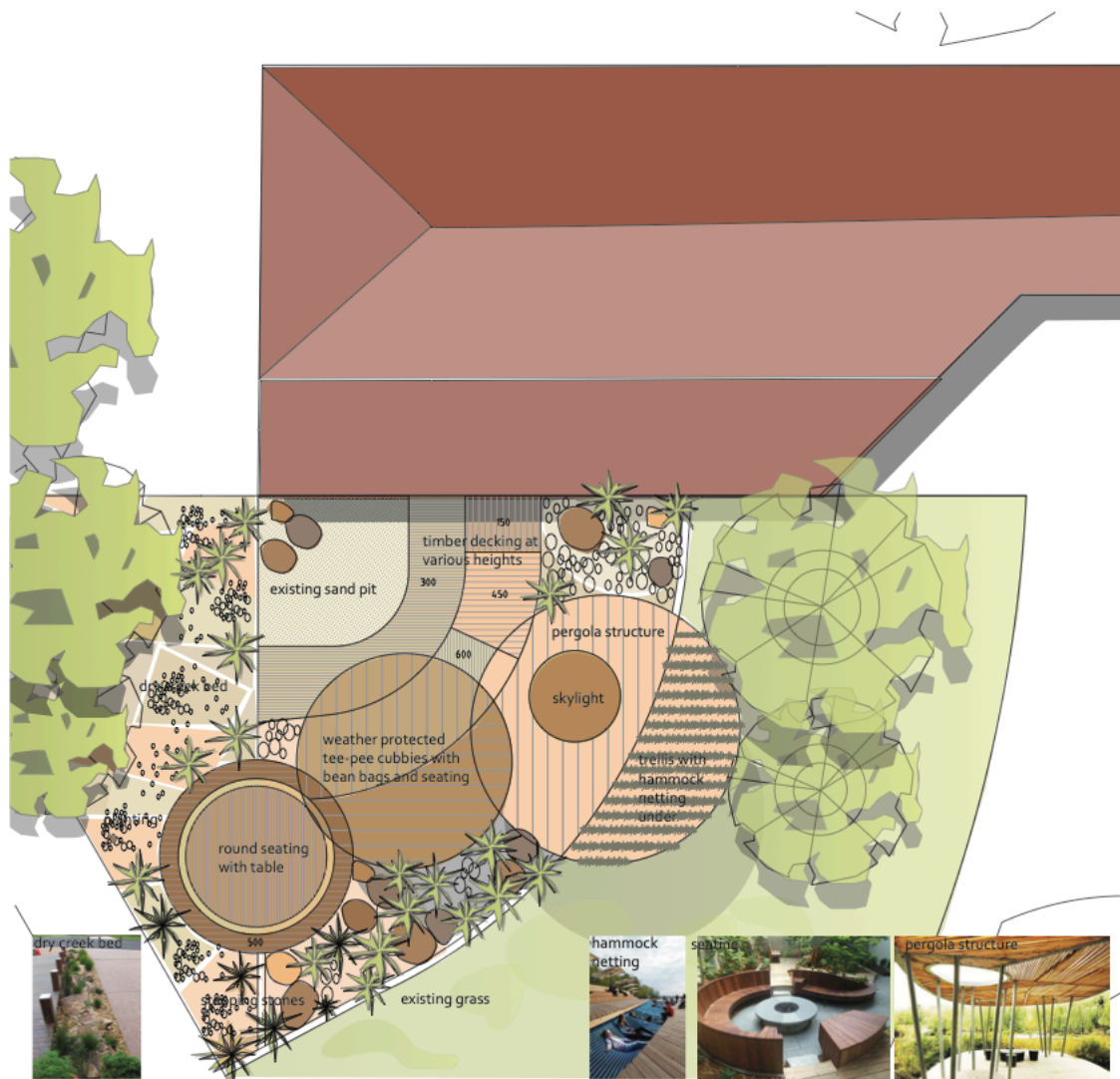
Based on the quotes, I recommend we remain with 75" Promethean screens, making ASI solutions quote the most competitive. The rep from ASI worked for Concept AV when the previous 5 screens were purchased and therefore knows our needs and expectations.

I suggest we purchase either 4 or 5 this year and the remaining screens in 2019.



**Supporting Documentation:**

Funding Request 9:



**FLOREAT PARK PRIMARY SCHOOL - LIBRARY SOFT SCAPES** OPTION 2



## Supporting Documentation:

### Funding Request 10:



## TAX INVOICE

Floreat Park Primary School  
Attention: Mark Walters  
38 Chandler Ave  
FLOREAT WA 6014  
AUSTRALIA  
ABN: 96716782038

**Invoice Date**  
21 Mar 2019

**Invoice Number**  
INV-0265

**Reference**  
265

**ABN**  
55 623 595 102

ySafe Operation Pty Ltd  
15 Sandpiper Street  
SORRENTO WA 6020  
AUSTRALIA

Description	Quantity	Unit Price	GST	Amount AUD
Two Hour Cyber Safety Education Session- Parent Session	1.00	680.00	10%	680.00
			Subtotal	680.00
			TOTAL GST 10%	68.00
			<b>TOTAL AUD</b>	<b>748.00</b>

**Due Date: 4 Apr 2019**

Account Name: ySafe  
Institution: BankWest  
BSB: 302-162  
Account Number: 1247964

Please make all cheques payable to ySafe  
TERMS: STRICTLY 14 DAYS

Email: [information@ysafe.com.au](mailto:information@ysafe.com.au)  
Telephone: 0422 486 396