

Edney Primary School Parents & Citizens Association Inc.
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ANNUAL GENERAL MEETING 2019

Edney Primary School Staffroom

Tuesday 12th February, 2019

Welcome and apologies

Opening and welcome – Meeting opened at 7:05pm with Valda Taipari in the chair

Welcome to members and Vice President acknowledges that we abide by the Edney Primary School P&C Code of Conduct – copies on the table signed by all present.

Apologies / absentees: Kate Malkiewicz (Executive Committee), Mike Feltham, June Hallard, Erica Moore, Steve Ansell, Michelle Hasselbacher, Shauna Reynolds, Leanne Wallace-Gibb

Present: Valda Taipari (President/Executive Committee), David Balfe (Secretary/Executive Committee), Rachelle Cook (Treasurer/Executive Committee), Lauren Irving (Executive Committee), Steve Rapps (Executive Committee), Bonnie Kelly (Executive Committee), Aaron Chaplin (Principal), Kate Lynch (Deputy Principal), Naomi Johns, Charis Calleja and Jan Cresswell

Confirmation of agenda – confirmed with addition of Honorary Auditor

Disclosure of interests

- No real, perceived or potential conflicts of interest were identified by any member in relation to items on the agenda.

Minutes of previous meeting

Previous minutes accepted as true and correct.

Signed: Valda Taipari - President

ANNUAL REPORTS

- School Board – attached
- Treasurers Report - attached. Valda queried extra money accrued from Edney's Magical Kingdom Fair and this was answered by Rachelle Cook
- Canteen Report – attached
- Fundraising report – Covered in Fair Report and Treasurers Report
- Safety House Report – attached
- Fair Reports – attached
- Governance Report – Awaiting new Constitution from WACSSO

ALL REPORTS ACCEPTED BY ALL MEMBERS PRESENT

ELECTION OF OFFICE BEARERS

- Valda Taipari declared all Office Bearer Positions vacant and handed the Chair over to Aaron Chaplin. Nomination forms were received for all Office Bearer positions. As only one nomination was received per position no elections were held.

PRESIDENT: Valda Taipari self-nominated, 2nd Lauren Irving **ELECTED UNOPPOSED**

VICE-PRESIDENT: Steve Rapps self-nominated, 2nd Rachelle Cook **ELECTED UNOPPOSED**

SECRETARY: David Balfe self-nominated, 2nd Naomi Johns **ELECTED UNOPPOSED**

TREASURER: Tania Death self-nominated, 2nd Valda Taipari **ELECTED UNOPPOSED**

- No nominations were received for Executive Committee. After some discussion about the make-up of the Executive Committee based on number of students in the school (minimum of three Executive Members) there were three nominations received.

MEMBER ONE: Lauren Irving self-nominated, 2nd Bonnie Kelly **ELECTED UNOPPOSED**

MEMBER TWO: Bonnie Kelly self-nominated, 2nd Rachelle Cook **ELECTED UNOPPOSED**

MEMBER THREE: Naomi Johns self-nominated, 2nd David Balfe **ELECTED UNOPPOSED**

HONORARY AUDITOR

- There was no Honorary Auditor appointed. To be carried forward to P&C meeting.

BANK SIGNATORIES

- **MAIN P&C ACCOUNT 633000 146207584**

MOTION: Tania Death – Treasurer and Steve Rapps Vice-President to be added as signatories on the Main P&C Account, with rights to initiate payment, authorise and sign cheques, as well as have internet access to accounts. **Donna Schwinkowski and Susan Swaby, both Past Vice-Presidents and Rachelle Cook Past Treasurer** will be removed from all access to Main P&C Account

Moved: Rachelle Cook **Second:** Lauren Irving **CARRIED**

Signed:

Rachelle Cook: _____

Valda Taipari: _____

- **HIGH INTEREST SAVER 633000 152540720**

MOTION: Tania Death – Treasurer and Steve Rapps Vice-President to be added as signatories on the HIGH INTEREST SAVER Account, with rights to initiate payment, authorise and sign cheques, as well as have internet access to accounts. **Donna Schwinkowski and Susan Swaby, both Past Vice-Presidents and Rachelle Cook Past Treasurer** will be removed from all access to HIGH INTEREST SAVER Account

Moved: Rachelle Cook **Second:** Lauren Irving **CARRIED**

Signed:

Rachelle Cook: _____

Valda Taipari: _____

GENERAL BUSINESS

- **There was no general business to discuss**

Next meeting

Term One Week 2-3 2020

Meeting closed – 7:25pm

AGM Safety House Report

As 2018 was a very busy year for me personally I have only done the basics for Safety House to keep it running along...

I organised the IMA costume & the CEO's attendance at the Edney Fair, but unfortunately in the end Mike wasn't able to attend on the day.

I passed the documents & information on to Aaron for the annual art competition, but sadly it got missed in the craziness of term 3.

Early in the year I checked and updated all the contact details for the houses on the data base and chased up queries about the Working with Children Card applications. As the year progressed it was necessary to add a little more pressure to the houses that were non-compliant to either get a WWC card or remove themselves from the data base, this was done by way of emails, phone calls and finally a letter from the Safety House CEO together with the W.A. Police requesting that they remove their yellow plates. As a result we are now down to only 4 on Edney's list; 2 homes & 2 businesses.

Unfortunately many people are not willing to go to the effort of applying for a WWC card but I'm hopeful that whoever takes over from me will have a little more time to invest in getting the word out & gaining some more Safety Houses to add to Edney's data base.

Edney is due to hold the Safety House show this year again which is always popular.

Over and out,

Erica ☐

School Board Report - 2018

In 2018, the Edney Primary School Board worked to achieve our commitment of effective governance and support of the school. We devised our strategic plan to align with the goals and targets in the Edney 2020 School Plan.

<https://www.edneyps.wa.edu.au/wp-content/uploads/2018/06/Edney-Primary-School-Board-Strategic-Plan-Web-Version.pdf>

The Board welcomed a few new members after some of our valuable longer serving members moved on to greener pastures!

We discussed, reviewed and endorsed budgets and policies. Edney's NAPLAN data was also analysed and discussed, and the school welcomed the feedback, comments and suggestions from the Survey of the School Community.

Most notably, 2018 was the year that the board introduced The School Board Awards. The aim was to recognise excellence in teaching and learning, nurturing the future, building a strong community, and in leading innovation and sustainability. Please continue to nominate individuals who you think display the Edney values of Respect and Excellence in these areas. Further details of criteria and nomination forms can be found on the Edney school website.

<https://www.edneyps.wa.edu.au/our-community/school-board-awards/>

All meetings are open to the public and minutes can be viewed on the website.

Kate Malkiewicz

Edney Primary School Board Chair

"We are Edney's Board – Supporting Excellence"

FAIR REPORT 1 –BONNIE KELLY

The 2018 Magical Kindom Fair, what can I say other then NEVER AGAIN. Haha nah, just joking. I am honoured to have been a part and involved in the whole thing.

It was an amazing day but not without a few hitches. The following is what I planned and oversaw.

Stage Entertainment-

Organizing of the stage entertainment was easy, easy to find free talent to show. I wanted a different variety of stuff performing so I went with Magician, dancing, Edneys choir, stand-up comedy, a singer, cheerleaders and an aboriginal dance group. On the day the aboriginal group, Whadjuk Warriors didn't turn up. Had a call from them in the morning asking for the address, they were supposed to perform at 10.05am but hadn't turned up, received a call at 11.30am happened on the way to the school and they couldn't make it. It was fine with Niki the announcer, we just played some music and filled time with some extra talking.

We used the school stage, this was fine for most the entertainment but not so much for the dancers. The stage was parting while the dancers were performing their routines. We may have not locked the stage together when we set up. I would still suggest hiring a larger (in depth) stage next time.

Rides and attractions-

Morning of the fair waiting for the rides to arrive, and then bam they all arrived at once, all calling me asking me where they were situated (which was sent via email to them in an entertainment pack made up for them about a week before the fair). First problem, I had under estimated an areas size where the turbo tubs were supposed to be, this area was too small and they weren't going to fit. Luckily monsterball had arrived at the same time and I was quickly able to ask them to swap which monsterball were happy to accommodate.

Second problem when monsterball realised they brought the wrong van with wrong inflatable in it. They had to have another guy drive the correct van to the fair to swap the inflatables, being 45 minutes away they started the rock climbing approx. 30 minutes behind, but they stayed back at least 30 minutes after 2pm which was good as they still had a line.

Problem three, when the ponies arrived, two cars had parked in their allocated parking spot and parked over the footpath, I was unable to find the owners of the vehicles, so they parked up on the side and walked the ponies in.

The inflatables set up at the front of the school and in front of room 14 and 15 did get hot as it was a hot day and there was prickles over there.

Overall a few issues in the morning were all easy fixes.

Nothing you could really prevent in the future except double checking measurements for rides.

Regarding the ponies, a few months back Shannon Mitchell posted on the Edney Parent Facebook page that she was bringing ponies, as I was not aware I contacted Shannon on Facebook, she informed me that she was bringing them for free. I asked for insurance details as public liability insurance was requested, she kept putting this off. Valda then had a chat with her on Facebook, Shannon informed Valda she was trying to get insurance for the day. In the end approx. 3 days before the fair, we set a time and day where we would use a backup I had come up with. When the time came, and Shannon still could not supply insurance we decided to go with the backup that did cost us \$500.

Class stall-

Class stalls were great, the teachers did an amazing job. I was worried about a couple with a lack of communication, but they were fantastic on the day. The teachers should very happy and proud of their efforts and of course the volunteers they had.

Overall it was an amazing day!

Thankyou

Bonnie Kelly

FAIR REPORT TWO – SHELLEY WAKEHAM

Edney Fair Overall Report 2018

Name: Shelley Wakeham

Role: Vendor Stall Coordinator, Secretary

Job Overview:

Taking minutes, attending Fair meetings, Class stall meetings, Contacting previous vendors, community groups, going out into the community and across Perth collecting donations, reaching out to potential sponsors. Keeping in contact with the Community groups as well as the vendor stalls, putting together Insurance Waiver for stalls that didn't have insurance. Classic cars – reaching out to car groups, setting up Classic car form

Lead up and on the day of the fair and the next day:

Lead up to the fair I was collecting donations from Kennards Hire – mat covers for the electrical cords as well as returning them the next day, supplying my own personal equipment to help on the day such as sml generators for the Ambos to use as well as a post driver. Friday afternoon before Fair was moving items out of back room of Canteen into undercover area as well as moving drinks for the BBQ ready for prep on Sat and setup on Sunday.

Sat was dropping off donations and moving items to the correct class room as well as making sure parent volunteers were all ok with their class room stall.

On the day was setup, opening gates, putting up signs for parking, clearing out undercover area ready for setup, ushering and assisting vendors into their stall spots. Making sure they were happy on the day. Checking in with vendor/ community and Class stalls on a regular basis to see if everything was going ok. Assisting with request of money, moving around school grounds on request from stalls, and fair committee.

Once Fair had come to an end, it was pack up, assisting with BBQ pack up, eskies, moving items to a safe locked away location. Taking left over sausages from the sausage sizzle to store away ready for the next fundraiser.

Things that I could have done differently /improved/what worked

Things I would do differently: unfortunately I would have to say is I would not have put myself on the committee, and just to be a part of the class stalls. As much as I wanted to be a part of an amazing event – which it was, I felt I was unable to give everything I could, and felt that I was letting the rest of the fair committee down, as well as my work and family.

I have to admit there were challenges for me, as I had just started my own business, at the same time as the fair committee had begun and my work load had increased, I could not commit my time to the fair as well as my business and my family, Bonnie and Valda had taken some of the work load from me - the class room stalls Bonnie was able to take the role on and did an amazing job, Valda to check in with the Community groups as well, all the applications and paperwork, for Valda to be running the event the way she did, I don't think anyone else could have the knowledge and leadership like she does. I couldn't thank them enough for their support throughout the year.

FAIR REPORT THREE – VALDA TAIPARI

10/02/2019

Committee

Valda Taipari – P&C President

Rachelle Cook - Treasurer

Bonnie Kelly – Entertainment /Class stall Co-Ordinator

Shelley Wakeham – External Stall Co-Ordinator

Mel Watson – Social Media Co-ordinator

Susan Swaby – Honorary member

Sponsors:

The sponsorship run started early in 2017 and continued into October of 2018. This year's fair built on some already established relationships and created some brand-new community we hope to retain in 2020. Special mention to the Edney family businesses who sponsored Edney's Magical Kingdom Fair, Primal Food, Winter Real Estate and Perth Concierge.

It took longer for us to secure the top tier, but, local child care centre Club HQ come onboard in June. Club HQ and Marissa were generous and wonderful to work with.

We secured 14 sponsors, Club HQ, Bendigo Bank, Friendlies, Mr Stephen Price, Perth Concierge, Cooling Brothers, Fennell Tyres, High Wycombe Pharmacy, Perth Airport, Midland Dental, Modern Motor Trimmers, Winter Real Estate and Primal Foods which gave us a budget of \$15500 + \$200 donated by Hills View Gold Course.

On the day, we hosted, Club HQ, Stephen Price, Bendigo Bank, Friendlies and Perth Concierge.

Club HQ: had a silent disco

Bendigo bank: had a Halloween themed ATM and giveaways.

Mr Stephen Price: had a stall with hand outs and freebies

Friendlies: had free give aways and a balloon twister.

Perth Concierge: Held a 2nd hand stall

Outside Stalls

Edney's Magical Kingdom hosted 7 outside stalls, Zekiberk let us know that a week before they couldn't attend on the day so we sourced another food vendor:

- Wax hands

- Zekiberk (paid but couldn't attend)

- Suncathcers

- Stamp Jewellery
- Mosquita
- Not just jewellery
- Wand Shop
- Mind Your Beeswax Wraps

Community Stalls

Edney's Magical Kingdom hosted 5 community stalls

- Merrilinga
- Bunnings
- SKAMP
- Scouts
- My Supports
- Kyal Dog Treats

We had Taking s on the day	EC1	EC2	EC3	EC4	EC5	1	2	3	4	9	10	Art Room
789.6	537.4	781.4	136.3	928.5	1626.	270.0	164.0	483.0	1042.	551.0	40.00	
0	0	0	0	0	00	0	0	0	0	40	0	

Annual Canteen Report 2018 - Jan Cresswell Canteen Supervisor

The first term for 2018 was quiet due to mild weather, normally we sell more of our cold salads and lunches as well as ice-creams.

We purchased a new outside freezer, changed the pre-primary baskets to grey.

We also implemented breakfast for a term in term three, unfortunately it was not a success .

Susan provided the canteen with a new account program which has simplified the process of sending out accounts. Susan also provided me with a POS system that keeps track of all products sold in the canteen. The computer has been an asset which helps keep all relevant canteen information.

We were able to do a summer and winter menu which hopefully will encourage parents to check the menu more. Recess was reduced in size so that more time could be spend on home cooked lunches and scooping ice-cream into containers. We have tried to cut the cost of a lot of food and drinks, by shopping around. We have received better prices for some of our items purchased from Westoz and Mrs Mac. We no longer supply streets ice-cream, which means that we have lost their freezer. We now purchase new Mooise ice-creams from Just Pizzas.Drinks have also changed we now have Juice Bombs from Westoz and Juice Boxes from Aldi.Prices were also increased when the new menu was released.

There has been a special each term as well as for the Faction Day and Inter School sports days. The Christmas Day special was huge with over 200 orders, this was the biggest special that we have ever had. Edney Day was a huge day for the canteen , we cooked over 800 sausages and served the Edney Community.

Volunteers were definitely short on the ground for 2018, hopefully this will pick up in 2019. On the last P&C meeting it was decided that the canteens financial position needs to be reassessed after term 2 to see if it is financial viable for 4 days.

The canteen is a service which you the P&C provide for your school community ,let's all try and support this service by either volunteering or purchasing from the canteen.

FINANCIAL REPORT

2018 was a successful year in that the Fair was quite profitable, however, fundraising dropped significantly due to not having a Fundraising Committee. Most importantly, we were able to make sizeable donations to the school ensuring 100% of the student population benefited from P&C fundraising/contributions.

One of the main developments in Treasury this year was the purchase of the Quickbooks subscription. This was a necessity after the MYOB license ran out, as we had not received any correspondence regarding payment and couldn't reinstate the company file because the account remained in old treasurer's name despite repeated attempts to rectify this since 2017. Quickbooks is an easier system in some ways, it lives in "the cloud" which increases access opportunities, and I believe it is an easier system to have new volunteer treasurers come on board to. The price was the best, and we then received our first 6 months at half price due to being a Not-For-Profit association. Due to a lack of a fundraising committee this year, and perhaps the focus on the Fair, the Fundraising revenue has fallen considerably. It will be sad if this development is repeated this year as it would severely impact the ways in which the P&C supports the school. P&C donations help to top up class budgets, subsidise swimming etc., which becomes more and more important as School and family budgets become tighter.

Throughout the year with new and different people involved in money handling processes it became clear that all procedures for handling money, depositing into bank accounts etc. need to be more clearly explained and reiterated and it needs to be tightly controlled. Treasurer should always know where and why money is spent before it is done. References into bank accounts need to be clear so it can be traced easily to an event. "Cash Deposit" or "Takings" are not suitable references as the Treasurer is left to decipher whether it was from canteen or a fundraiser or something else. I would suggest the incoming treasurer looks more closely at this and adjusts protocols to suit the way they work. My suggestion is for deposits to have clear references – "Mother's Day Stall"; "Sausage Sizzle"; "Canteen counter" etc. This would decrease time spent trying to match the money to where it comes from.

School banking commission significantly decreased. After media criticism the Commonwealth Bank changed the way in which they calculate "commission". It is now based on numbers of deposits/bankers on a weekly basis rather than a % of the amount banked. This is meant to increase participation and to focus in on the act of learning to save rather than amounts saved. Their idea is that a weekly 5c deposit is equal to a \$50 deposit when developing healthy savings habits.

The Canteen has and should be seen as a service to the school not a money making entity. In that it should just need to cover its own costs. The Canteen had several extra expenses this year so despite shutting the canteen for 1 day I am unsure that it impacted the bottom line as considerably as was hoped. We had wage expense increases to align with the award and the freezer was replaced. Many hours were put in to trying to increase the "profitability" of the canteen, by Susan, Jan and the Executive Committee. Susan spent a lot of time contacting suppliers to reduce costs of products and was able to negotiate a few better prices. The total of payments Canteen prepaid accounts banked into the bank account totalled a little over \$3000, this does not take into the consideration the cash paid into these accounts over the counter at the canteen. Payments for specials and cash banked referencing specials totalled a little over \$2500. Just over \$10 500 was paid into the canteen via the EFTPOS machine.

I don't feel like I achieved everything I set out to in this role as Treasurer as life became so busy and I could not devote the time or energy I would have liked to in fulfilling this position. The GST registration needs to be revisited. We voted 2 years ago to deregister from GST but due to the lengthy saga involved with gaining an AUSKey this has not been achieved. I will go through and change all subscriptions, registrations etc. into the new treasurer's name and am always available to help or change passwords etc. if anything is missed. Through my own experience I know this was one of my biggest hurdles as an incoming treasurer. While I have a little sadness in ending my large involvement in the P&C, which I have enjoyed immensely, I wish the future P&C and Treasurer all the best and I am excited to see what comes next. Thank you to everyone that has been a part of my P&C experience over the last 7 years.

Reported by Rachelle Cook, EPS P&C Treasurer **DONATIONS TO THE SCHOOL**

Classroom and Specialist	4200.00
Stage Donation	5000.00
Swimming Subsidy	3500.00
Edney Day	2000.00
\$14,700.00	

CANTEEN 2018 EXPENSES

	WESTOZ	Ross/Lion's Milk	MRS MACS	PFF	ECO DRINKS	TIP TOP	SUSHI	JUST PIZZAS	RED ROOSTER	STAFF	INSURANCE MEMBER
TERM 1	\$ (2,649.65)	\$ (556.60)	\$ (670.50)	\$ (469.15)	\$ (230.00)					\$ (9,411.93)	\$ (9,411.93)
TERM 2	\$ (1,926.65)	\$ (637.40)	\$ (667.20)	\$ (195.50)			\$ (204.75)			\$ (7,276.62)	\$ (7,276.62)
TERM 3	\$ (1,975.00)	\$ (926.70)	\$ (514.35)							\$ (6,232.27)	\$ (6,232.27)
TERM 4	\$ (2,023.49)	\$ (459.64)	\$ (348.08)		\$ (230.00)			\$ (116.54)	\$ (315.65)	\$ (6,745.07)	\$ (6,745.07)
Totals 2018 Expenditure	\$ (8,574.79)	\$ (2,580.34)	\$ (2,200.13)	\$ (664.65)	\$ (460.00)	\$ (57.96)				\$ (29,665.89)	\$ (29,665.89)
2017 Expenditure	\$ (13,226.75)	\$ (3,993.70)	\$ (3,119.10)	\$ (768.80)	\$ (920.00)		\$ -	\$ -	\$ -	\$ (33,501.42)	\$ (33,501.42)
Difference between 2017 & 2018	\$ 4,651.96	\$ 1,413.36	\$ 918.97	\$ 103.35	\$ 460.00	\$ (57.96)	\$ (204.75)	\$ (116.54)	\$ (315.65)	\$ 3,835.53	\$ (3,835.53)

School Banking

TERM 1	264
TERM 2	148.50
TERM 3	214.50
TERM 4	82.50
TOTALS	709.50

Fundraising and Fair Figures 2018

Entertainment	322	0	322
Book			
Mother's Day	3144.05	-2175.05	969
Father's Day	3594.30	-1867.32	1726.98
Carboot Sale	1416.90	0	1416.90
Sausage	1607.70	-1065.15	542.55
Sizzles			
Adele	200	0	200
Photography			
Fair	53994.95	-24530.63	29464.42
Muzzbuzz card	269	0	269

TOTALS	\$64,548.90	\$(29,638.15)	\$34,910.85
Less fair		\$(29,464.42)	
Fundraising total		\$5,446.43	

CANTEEN INCOME & EXPENSES 2018

TERM	\$	\$	\$
1	12,578.10	(15,170.58)	(2,592.48)
TERM	\$	\$	\$ 81.33
2	12,073.20	(11,991.87)	
TERM	\$	\$	\$ 2,677.83
3	14,573.80	(11,895.97)	
TERM	\$	\$	\$ 397.83
4	13,156.15	(12,758.32)	

\$ 564.51

Annual leave costs for 2018, paid majority in January 2019 totalled around \$2400, including loading, but not including tax and superannuation liabilities.