

**Edney Primary School Parents & Citizens Association Inc.**  
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**General Meeting Week 8, Term 2**

**Edney Primary School Staff Room**

**Tuesday 16<sup>th</sup> June 2020**

### Welcome and apologies

#### Opening and welcome – Meeting opened at 7:05pm

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

Welcome to country.

**Apologies / absentees:** Bonnie Kelly (Executive Committee), Valda Taipari (Executive Committee) Aaron Chaplin (Principal) Rachel Cook, Shauna Reynolds and Kate Malkiewicz

**Present:** Lauren Irving (President/Executive Committee), Amanda Quinn (Vice President/ Executive Committee), David Balfe (Secretary/ Executive Committee), Tania Death (Treasurer/Executive Committee), Michelle Hasselbacher (Executive Committee), Rianna Lawrence (Fundraising Co-ordinator), Kate Lynch (Deputy Principal), Lesley West (Deputy Principal), Natalie Goodfield

### Confirmation of agenda –

#### Correspondence In & Out

##### IN:

- WACSSO emails
- Various fundraising brochures

##### OUT:

- NIL

**Motion:** President

**Moved:** Treasurer

CARRIED

### 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.**

**Moved:** Vice President 2<sup>nd</sup>: Treasurer - CARRIED

### Actions arising

**Review progress on actions arising from the previous meeting, including identifying any outstanding actions, date to be completed and who is responsible for ensuring completion.**

- Disposal of P&C laptops – still in progress, to look at whether local day-care facility can use

### President's Report

- President welcomed everyone including new member. She reminded attendees that primary goal is to support the school and staff in terms of fundraising but as a result of the COVID-19 pandemic she feels there is a renewed sense of community within the school
- There was a query re: aligning start times of P&C meetings with School Board meetings. President gave a brief outline of School Board meetings including start and finish times. There was a motion moved by President, seconded by Secretary to trial 6:30pm starts for P&C meetings for Term Three and moving Treasurers Report towards end of meeting. CARRIED
- There was a query re: email subscriptions to places like Campbell's Wholesale. No longer required, Secretary to unsubscribe
- Staff Appreciation Day, carryover to next meeting.
- Discussions held with Newburn Road IGA for canteen appliances. Donation from IGA to P&C of \$2750. Discussions ongoing re: storage space in pantry and back of canteen for BBQ's and other sundries. There was a query re: use of utensils and chest freezer. President to follow up with Manager of Corporate Services. Discussion re: buying habits for sausage sizzles.

### Principal's Report

- ATTACHED – There was some discussion re: Graduation Committee selling raffle tickets at Father's Day Stalls. This was referred back to Principal.

### School Board Report

- Available to view on school website. Small discussion re: activities at last week's School Board meeting.

<b>Treasurer's Report</b>
<ul style="list-style-type: none"> <li>• Attached.</li> <li>• Motion: to transfer \$4,000 from Main account to High Interest Saver Account <b>Moved: Treasurer 2<sup>nd</sup>: Fundraising Co-Ordinator – CARRIED</b></li> </ul>
<b>Fundraising report</b>
<ul style="list-style-type: none"> <li>• Four Entertainment Books purchased so far this year. Discussion re: promotion of books.</li> <li>• Due to COVID impact and lack of time to co-ordinate it has regrettably been decided to postpone this year's School Fair until next year. It was suggested that Principal should post confirmation on Parents Facebook Page.</li> <li>• There was discussion of holding a quiz night at the High Wycombe Recreation Centre. A target date of November 7<sup>th</sup>, at the latest, was mentioned. Fundraising Co-ordinator to follow up.</li> </ul> <p>Motion: To spend UP TO \$2000 on gifts for Father's Day stall  <b>Moved: Fundraising Co-ordinator 2<sup>nd</sup>: President- CARRIED</b></p>
<b>Scholastic Book Club Report</b>
<ul style="list-style-type: none"> <li>• Nothing to report</li> </ul>
<b>Other business</b>
<ul style="list-style-type: none"> <li>• <b>Toilet Block improvements:</b> Block Two is up next with a science theme. Works to possibly be carried out during upcoming school holidays</li> </ul>
<b>Round Table Evaluation</b>
There was no round table evaluation tonight.
<b>Next meeting</b>
<ul style="list-style-type: none"> <li>• <b>Tuesday 28<sup>th</sup> July 202 at 6:30pm in staff room</b></li> </ul>
<b>Meeting closed – 8:05pm</b>

## Principals Report

### Reports

Semester One Reports are nearing completion and will be issued via email and through Connect on Tuesday 30th June Reports do not include grades, but still include comments for English, Mathematics and an overall comment.

### Canteen

IGA Newburn Road have been working behind the scenes to get the canteen prepared for relaunch in Term Three

Agreements have been signed and arrangements are in place on a 5 year contract

This will include online ordering, a new name and identity

Representatives from the P&C, School Board and School will meet later this week to select the winning entry of the name for the Canteen

Information packages will be sent home before the end of the term with the Menu and details about online ordering.

### Student Leaders

Year 6 students are currently preparing video speeches for student leader and faction captain positions for Semester Two

To give further opportunity for current leaders to be re-elected, and new leaders to join, the total number of positions has been expanded to 20 for Semester Two, being 12 student leaders and 8 faction captains. This is a measure in place for Semester Two of this year only

The WA Electoral Commission will conduct the elections on Thursday 25th June.

### Graduation Committee

The Graduation Committee met for the first time today to discuss upcoming events, rescheduled fundraisers and organisation for the end of year activities

The Graduation Committee would like to conduct the raffle alongside the Father's Day Stall. This will be raffling off a \$500 Bunning's Gift Card, which was donated due to the cancellation of the Sausage Sizzle in March

The Graduation Committee seeks the permission of the P&C to run this raffle at the Father's Day stall and bank the proceeds to the Graduation Account

**Term Three**

We are working on the understanding that further restrictions will be eased for Term Three, allowing the return of more events

Choir, Running Club, Art Club, Breakfast Club will definitely return in Term Three

Assemblies are scheduled to have two classes per Assembly to give all students the opportunity to participate this year

An update will be published before the end of Term Two with further information.

### **Athletics Carnivals**

Will proceed as scheduled on the amended term planner (published prior to end of Term Two)

There will be a change in structure this year to bring the vast majority of events to the one day, on Friday Week 7. This will greatly increase the amount of involvement and activity and opportunity for all students across the day

While first option of catering will be offered to the Canteen, the P&C may wish to consider running a stall etc for either or both of the Faction and Interschool Carnivals.

### **Edney Day**

We hope to be able to hold Edney Day on the last Friday of Term Three. Theme and details to come. We would appreciate the consideration of the P&C in a contribution towards Edney Day.

Aaron Chaplin

Principal

## **TREASURER'S REPORT**

Term 2 – Week 8

16<sup>th</sup> June 2020

- Main Account Balance - \$7,027.54
- High Interest Account Balance - \$7,903.41
- Debit Card Balance – \$384.05

We have finally got all our ATO returns sorted and been de-registered with them!!

Rachelle is organising the return of the EFTPOS machine as this is all in her name, she is happy to do this but it is taking time with other things going on.

Quickbooks has been cancelled & I have moved to Excel.

The Mother's Day stall was amazing – thanks Rianna for all your hard work. We made a surplus of \$1,590.80 ☺

I will transfer \$350.00 from the Debit Card to the High Interest Saver.

Do we also want to transfer an amount from the Main Account to the High Interest Saver? We don't have any upcoming payments that need to be made. My suggestion is \$7,000, it can be transferred back out if we need it.

Regards,

Tania