

# Swanbourne Primary Parents and Citizen Group

## AGM 2022 - Minutes of Meeting

Wednesday 23<sup>rd</sup> February 2022, 7.00pm

Online

Attendees	Apologies
Lauren Pavlich – President	Sophy Forman
Melissa Dove - Vice President	
Gavin Hartley - Treasurer	
Kerry Mahoney - Secretary	
David Knox – Principal	
Bec Robson – Vice Principal	
Olga White	
Anna Nugawela	
Joy Gilmour	
Grace Jones	
Penny Chohessy	
Lee Nugawela	
Lorna Nixon	
Holly Nicholls	
Jane Gibson	
Emma Coyle	
Steve O’Hara	

Item	Description of discussion	Action by
1	<p><b>Welcome, Apologies and Membership</b></p> <ul style="list-style-type: none"> <li>▪ Meeting commenced 7:04pm</li> <li>▪ Quorum formed.</li> </ul>	Lauren Pavlich
2	<p><b>Minutes of Previous Meeting</b></p> <ul style="list-style-type: none"> <li>▪ <i>Moved by Lauren Pavlich that Minutes of the meeting held 23.02.2022 be taken as read and confirmed; seconded by Melissa Dove; members supported.</i></li> </ul>	Lauren Pavlich
3	<p><b>Business arising from Minutes</b></p> <p>Actions items from previous Minutes:</p> <ol style="list-style-type: none"> <li>1. Daniel Lee to email to Lauren Pavlich once the canteen survey has been drafted. <ul style="list-style-type: none"> <li>▪ Not completed.</li> <li>▪ <b>Action: Daniel Lee to email Lauren Pavlich once the canteen survey has been drafted.</b></li> </ul> </li> <li>2. Lauren Pavlich to investigate cost of a new water fountain. <ul style="list-style-type: none"> <li>▪ <b>Completed</b> – will be part of Master Plan</li> </ul> </li> <li>3. Bec Robson to speak to staff about walk to school program and develop a map, meeting points and a possible start date for Term 1. <ul style="list-style-type: none"> <li>▪ Not completed.</li> <li>▪ Postpone to Term 3.</li> <li>▪ <b>Action: Kerry Mahoney to add “Bec Robson to speak to staff about walk to school program and develop a map, meeting points and a possible start date for Term 3” to the agenda for meeting 4.</b></li> </ul> </li> <li>4. Paul Walshe to send details of quote from KC Sport for Bidgy Print Swanny Long Sleeve T-shirts. <ul style="list-style-type: none"> <li>▪ Not completed.</li> <li>▪ <b>Action: Lauren Pavlich to follow up quote from KC Sport for Bidgy Print Swanny Long Sleeve T-shirts.</b></li> </ul> </li> <li>5. Peta Bennett to investigate potential blow-up projector for the Movie night/dads sleepout. <ul style="list-style-type: none"> <li>▪ Completed</li> <li>▪ Zoe Moss has a projector we can borrow</li> </ul> </li> <li>6. Gavin Hartley to cancel EFTPOS machine account. <ul style="list-style-type: none"> <li>▪ <b>Completed</b></li> </ul> </li> <li>7. Kerry Mahoney to give Bec Robson correspondence received from the School Fundraising Specialists. <ul style="list-style-type: none"> <li>▪ <b>Completed</b></li> </ul> </li> <li>8. Gavin Hartley to complete consolidation of General and Uniform Accounts. <ul style="list-style-type: none"> <li>• <b>Completed</b></li> </ul> </li> </ol>	Lauren Pavlich

9. Lauren Pavlich to investigate hot cross bun drive in terms of pricing and sourcing buns.
  - **Completed**
10. Kerry Mahoney to investigate developing Mailchimp Survey re. prices of keep cups.
  - **Completed** – Reference Subcommittee section for next steps
11. Lauren Pavlich to discuss providing a coffee van for the keep cup launch with Alan Green (kindy and year 2 parent).
  - **Completed**
12. Sophy Foreman to speak to Cup and Co regarding providing a discount to customers who have Swannie coffee cup.
  - **Action: Sophy Foreman to contact new manager**
13. Lauren Pavlich to send out information to class reps re. the digital option for purchasing the Entertainment Book.
  - Not Completed
  - **Action: Lauren Pavlich to send out information to class reps re. the digital option for purchasing the Entertainment Book.**
14. Kerry Mahoney to add Colour Run as an agenda item for the next meeting 2 2022.
  - **Completed**
15. Lauren Pavlich to explore the cost of purchasing Swannie branded umbrellas.
  - **Completed** – Reference Fundraising Sub Committee section
16. All members to put out feelers to source potential raffle prizes for the 'Big' Raffle
  - Ongoing
17. Gavin Hartley to investigate applying for a raffle licence
  - Not Required
18. Lauren Pavlich to speak to Kate Gayle Re: Process for obtaining raffle licences in previous years
  - Got contact for further investigation
  - **Action: Lauren Pavlich to email contact re: raffle licence.**
19. Fundraising to follow up with Zoe Moss re Swannie car bumper stickers
  - **Completed** – reference Fundraising subcommittee section
20. David Knox to request and collate Wishlist items from staff and prioritise.
  - **Completed**
21. Lauren Pavlich to contact Spirit of Little Things re tasting event
  - **Completed**

	<p>22. Holly Nicholls to contact Golden Brewery re tasting event</p> <ul style="list-style-type: none"> <li>• <b>Completed</b></li> </ul> <p>23. Kerry Mahoney to contact Wine Thief re tasting event</p> <ul style="list-style-type: none"> <li>• Not completed</li> <li>• <b>Action: Kerry Mahoney to contact Wine Thief re tasting event</b></li> </ul> <p>24. Anna Nugawela to contact Republic of Fremantle re: tasting event</p> <ul style="list-style-type: none"> <li>• Not Completed</li> <li>• <b>Action: Anna Nugawela to contact Republic of Fremantle re: tasting event</b></li> </ul> <p>25. Bec Robson to follow up with Men’s Shed re. quote for Recycling Prototype</p> <ul style="list-style-type: none"> <li>• <b>Completed</b></li> </ul> <p>26. Emma Coyle to investigate a Smiths Beach Prize for the raffle.</p> <ul style="list-style-type: none"> <li>▪ Not completed.</li> <li>▪ <b>Action: Emma Coyle to investigate Smiths Beach Prize for the Swannie on the Green 2022 raffle.</b></li> </ul>	
4	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>• Westpac Merchant Statement Tax Invoice January 2022</li> <li>• Westpac Changes to Business Network Letter</li> <li>• Direct Outlet Brochure</li> <li>• Christmas Card from Celia Hammond</li> <li>• WACSSO 2022 P &amp; C Handbook</li> <li>• 7 West Media STEM Classroom Cash Competition Advertisement</li> <li>• Astra Street Furniture Brochure</li> </ul>	Kerry Mahoney
5	<p><b>President’s Report</b></p> <ul style="list-style-type: none"> <li>▪ COVID <ul style="list-style-type: none"> <li>○ Great continued community support during this time where COVID is ramping up. Keep up the Swanny spirit.</li> </ul> </li> <li>▪ Board Meeting <ul style="list-style-type: none"> <li>○ Board meeting was held this past Monday</li> <li>○ Positive turn around in the budget due to the leadership of David Knox over the past 2.5 years</li> <li>○ Discussed student wellbeing and concerns around stress and anxiety. Bec Robson and David Knox are leading a fantastic effort behind the scenes in regards to the wellbeing of both staff, children and families</li> </ul> </li> <li>▪ <b>Grounds Master Plan</b> <ul style="list-style-type: none"> <li>○ Getting documents together to create a visual for community consultation.</li> <li>○ Hopefully will be ready early term 2</li> <li>○ Ideas will then commence in regards to fundraising for Master Plan</li> </ul> </li> </ul>	Lauren Pavlich

	<ul style="list-style-type: none"> <li>▪ <b>Ride To School</b> <ul style="list-style-type: none"> <li>○ Friday 25<sup>th</sup> March 2022</li> <li>○ Great response over 80 posters come in which will be put up around the school Thursday 24<sup>th</sup> March, great response.</li> <li>○ Thanks to Lorna Nixon and Bec Robson for all efforts in this</li> </ul> </li> <li>▪ <b>Tread Lightly</b> <ul style="list-style-type: none"> <li>○ Finishes Friday 25<sup>th</sup> March</li> <li>○ Action: Bec Robson to send out result of this initiative.</li> </ul> </li> <li>▪ <b>Voluntary Contributions</b> <ul style="list-style-type: none"> <li>○ Action: Lauren Pavlich to draft communications around P&amp;C voluntary contributions to circulate to families. To also be included in the newsletter</li> </ul> </li> </ul>	
6	<p><b>Principal's Report</b></p> <ul style="list-style-type: none"> <li>▪ <b>COVID</b> <ul style="list-style-type: none"> <li>○ While the times at the moment are difficult, they will pass and we'll all move forward together. In times of great stress like this, it's a natural instinct to point the finger, blame and deflect. The reality is that the situation is what it is. It's no-one's fault and we need to acknowledge that we're not in a good situation and remember the words of Sir William Churchill, <b>"If you're going through hell, keep going"</b>. <b>In a house full of kids and spouse in complete isolation, this may feel like the case, but it won't be for-ever and we'll come out the other side stronger than ever.</b> <b>During the term I have appreciated people coming to me directly with issues so that we can sort out any issues in person. By being open, honest and transparent with each other we've ensured that our moral purpose remains true and we maintain our focus on the health, safety and well-being of all of our students.</b></li> </ul> </li> <li>▪ <b>School Board</b> <ul style="list-style-type: none"> <li>○ <b>On Monday night the board met. The new board composition</b> is Matthew Dowd, Bec Robson, Lauren Pavlich, Nicole Sanders, Michelle Wilmot, Pat Tydde, Jane Crawford, James Pears, Jacki-Lee Munckton, Stephanie Ward, Ryan Davey, Sarah Murray, Maryanne Hood, Katie Watts and me. It's important to note that I am a member of the board and Matt is the leader. It's under these terms and conditions that board's function best and we're fortunate at Swanbourne to have such a strong group to give parent voice to the leadership of the school.</li> </ul> <p>At the meeting we <b>discussed the 2022 budget - approved, the annual report – approved and</b> the current plan for land use and infrastructure at the school for the next 5 years. If you have any issues that you'd like raised at the board level, please contact a board member to have your voice heard at this level.</p> </li> <li>▪ <b>Swimming Carnival</b> <ul style="list-style-type: none"> <li>○ Due to COVID restrictions, we have had to organise an abbreviated swimming carnival with only Years 3 to 6 involved, no spectators and separate bus travel for student</li> </ul> </li> </ul>	David Knox

	<p>groups. I commend Mr Murray for his flexibility and adaptability in organising this carnival.</p> <ul style="list-style-type: none"> <li>▪ <b>Communication</b> <ul style="list-style-type: none"> <li>○ I believe that we're communicating effectively, but just a reminder to keep checking Connect and reading the messages so that you're up to speed on all issues. I'm being mindful to keep the messages to a minimum and only passing on information on a need-to-know basis.</li> </ul> </li> <li>▪ <b>ECE Resourcing</b> <ul style="list-style-type: none"> <li>○ It's great to be in the financial position this year to invest and extra \$20,000 into new play equipment in the ECE section of the school. I know that our students down there will get a great deal of enjoyable learning from this new set of equipment. I'm especially excited about our new fleet of tricycles and know that our students will get used to riding bikes that actually still have both peddles attached.</li> </ul> </li> </ul>	
7	<p><b>Treasurer's Report</b></p> <ul style="list-style-type: none"> <li>▪ <b>Financial reports</b> <ul style="list-style-type: none"> <li>○ See attached reports.</li> <li>○ <i>Moved by Lauren Pavlich that financial reports dated 14-03-22 be taken as read and confirmed; seconded by Kerry Mahoney; members supported.</i></li> <li>○ Note: Only Liability missing is the Kirkwood Deli- awaiting their invoices.</li> </ul> </li> <li>▪ <b>P &amp; C Voluntary Donations</b> <ul style="list-style-type: none"> <li>○ Gavin Hartley to transfer 2/3's of donations received, at the start of each calendar month when they start to come in.</li> </ul> </li> </ul>	Gavin Hartley
8	<p><b>Sub-Committee Reports</b></p> <p><b>Social and Fundraising Committee</b></p> <ul style="list-style-type: none"> <li>▪ <b>Hot Cross Bun Drive</b> <ul style="list-style-type: none"> <li>○ Underway on Trybooking and has been circulated to class reps</li> <li>○ Also option to purchase Raffle tickets</li> </ul> </li> <li>▪ <b>Federal Election 2022 14<sup>th</sup> /21<sup>st</sup> May</b> <ul style="list-style-type: none"> <li>○ Considering a Fundraiser – sausage sizzle and bake sale.</li> <li>○ Review Council regulations around what we can do regarding food preparation <ul style="list-style-type: none"> <li>○ <b>Action: Lauren Pavlich to look in to application for food prep and sales</b></li> </ul> </li> <li>○ Explore suppliers and discounts <ul style="list-style-type: none"> <li>○ <b>Action: Lauren Pavlich to ask Culley's if there would be a discount if we ordered all rolls through them</b></li> <li>○ <b>Action: Kerry Mahoney to ask Dejaxy if they can provide any discount</b></li> <li>○ <b>Action: Olga to approach Coles Claremont regarding a \$50 gift voucher towards sausages.</b></li> <li>○ <b>Action: Grace Jones to discuss with Alan the coffee man</b></li> </ul> </li> </ul> </li> </ul>	Lauren Pavlich / Anna Nugawela/ Penny Chohessy/ Jane Gibson

- **Swanny Market Place Website**
  - Jane Gibson has been working on the Swanny Market Place website
  - Idea to sell/run everything through this site to save money on fees from services such as Trybooking
  - Hoping to have up and running in the next few weeks
  
- **Hats for Sports Carnival (25<sup>th</sup> May)**
  - A local supplier has been sourced for sports carnival/cross-country/sporting events hats in faction colours with quick turnaround
  - These will also be included on the Swannie Market Place
  - Hoping to have on sale in Term 2
  
- **Faction Packs (25<sup>th</sup> May)**
  - An international supplier has been sourced for sweatbands as well as local suppliers for coloured zinc and coloured hairsprays.
  - Put items together in a Faction Pack to sell before sporting events
  - These will also be include on the Swannie Market Place
  - *Lauren Pavlich moved to spend \$800.00 on purchasing merchandise for the cross country and athletics carnival Due to the quick turn around time and the international delivery. Seconded by Emma Coyle; Members Supported*
  
- **Bumper stickers**
  - Idea to design and produce bumper stickers
  - Can be sold on the Swannie Market Place or at events
  - **Action: Kerry Mahoney to do a mock up for approval**
  
- **Quiz Night- Term 3**
  - Consider idea for quiz night
  - Potentially Disney themed
  - Proposed Date 12/08/2022 – (Friday night) at the school
  - Discuss with and Explore connections
  - **Action: Holly Nicholls to follow up with her friends quiz company Bamboozled**
  - **Action: Jacki-Lee to present quotes on equipment hire for approval at meeting 3**
  - **Action: Lauren Pavlich to speak to Spirit of Little Things and potential interest**
  
- **Eagle Bay Brewery Wine Sale**
  - Consider holding a wine sale Term 2
  - **Action: Jane Gibson to speak with Astrid at Eagle Bay re: voucher and use at wine sale or as a stand alone raffle prize**
  
- **Splashdown 2022**
  - Currently regulations advise that we cannot run an event with inflatables
  - **Action: Kerry Mahoney to add to Agenda for Meeting 3 to discuss end of year event.**

- **Frank Green Keep Cups**
  - Water Bottles out of stock until Mid May
  - Will go ahead with coffee cups – RRP is firmly \$44.95
  - Run an expression of interest
  - **Action:** Kerry Mahoney to create Survey Monkey survey
  - **Action:** Lauren Pavlich to send Kerry images for survey
  
- **Swannie Umbrellas**
  - Consider Pre order start of winter.
  - **Action:** Lauren to confirm costings. To discuss at next meeting
  
- **Freeze Frame Performance of Hansel and Gretel. –**
  - **Action:** Bec Robson to pass details to David Knox to look in to holding the performance at the school – to be discussed meeting 3 term 2
  
- **Entertainment Books**
  - This will be an ongoing fundraiser.
  - **Action:** Lauren Pavlich to send out information to class reps re. the digital option for purchasing the Entertainment Book.
  
- **Colour Run**
  - Consider holding in term 2 or end of year to review at meeting 3.
  - **Action:** Bec Robson to provide feedback from Clay Murray at meeting 3 term 2
  
- **'Big' Raffle**
  - Consider holding a big raffle early in 2022 in place of the raffle that would have happened at Swannie on the Green.
  - **Action:** All members to put out feelers to source potential raffle prizes for the 'Big' Raffle.
  - **Action:** Lauren Pavlich to email new contact re: raffle licence
  
- **Online Gin/Beer/Wine Tasting Nights**
  - Feedback from contacts was that an online event may be to challenging when it came to delivering samples
  - Will keep contacts in mind for face to face events

#### ***Environmental Committee***

- **Containers for Change Program 2022**
  - Donations have slowed down
  - Brainstorming ways to get people re-engaged
  
- **Second Hand Uniforms**
  - Karina Bolton suggested another second-hand uniform sale towards the winter months, especially targeting Year 6 who may not want to buy new uniforms.
  - Due to change over to new uniform logo, will also hold a sale towards the end of the year
  - So far 40kgs of uniforms have been donated to Apparel, as well as a big donation to Fostering Hope
  - **Action:** Kerry Mahoney to add second-hand uniform sale to the agenda for meeting 3.

Sophy Foreman / Grace Jones



9	<p><b>Funding Requests</b></p> <ol style="list-style-type: none"> <li>1. <b>Request from Clay Murray for New Marquee for school Sporting Events</b> <ul style="list-style-type: none"> <li>○ Moved by Lauren Pavlich that \$8,774.00 be spent for the purchase of a Marquee; seconded by Anna Nugawela; members supported.</li> </ul> </li> <li>2. <b>Request from Bec Robson for funding towards the Swanbourne Annual</b> <ul style="list-style-type: none"> <li>○ Will review later in 2022</li> </ul> </li> <li>3. <b>Request from Bec Robson for Mens Shed Recycling Hub and Mud Kitchen</b> <ul style="list-style-type: none"> <li>○ Moved by Lauren Pavlich that \$900.00 will be spent for the Recycling Hub and Mud Kitchen; seconded by Lorna Nixon; members supported</li> </ul> </li> <li>4. <b>Request from Cathy Osan for Year 2 Friendship Friday Cooperative Play equipment</b> <ul style="list-style-type: none"> <li>○ <b>Action:</b> Lauren Pavlich to draft communications for donations of games</li> </ul> </li> <li>5. <b>Request from ECE for Resource Replenishment</b> <ul style="list-style-type: none"> <li>○ <b>Action:</b> Olga White to follow up with the Bunnings contact regarding donations</li> <li>○ Will review later in 2022</li> </ul> </li> <li>6. <b>Request from Jo Thomas</b> <ul style="list-style-type: none"> <li>○ Formal request has not been received</li> <li>○ Considered email to Lauren Pavlich and David Knox for               <ol style="list-style-type: none"> <li>i. Set of 6 Music Stands \$529</li> <li>ii. Rug for the Music Room- \$1799</li> </ol> </li> <li>○ Moved by Lauren Pavlich that \$529.00 be spent to purchase set of 6 music stands; seconded by Joy Gilmour; members supported.</li> <li>○ <b>Action:</b> David Knox , Bec Robson and Olga White to discuss purchasing the rug through Music Departments budget</li> </ul> </li> </ol>	Lauren Pavlich
10	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>▪ None</li> </ul>	Lauren Pavlich
10	<p><b>Closure</b></p> <ul style="list-style-type: none"> <li>▪ Meeting closed at 9.06 pm.</li> <li>▪ Next meeting Wednesday 11<sup>th</sup> May 2022.</li> </ul>	Lauren Pavlich

<b>SWANBOURNE PRIMARY SCHOOL</b>					
<b>PARENTS &amp; CITIZENS ASSOCIATION</b>					
<b>INCORPORATED</b>					
<b>SUMMARY OF CASH ON HAND</b>					
<b>14th MARCH, 2022</b>					
<b>(NOTE - PREPARED ON A 'CASH' BASIS)</b>					
General	A/c 253561		93,342.13	Brnk stmnt-14/3/2022	93,342.13
Canteen	A/c 451809		17,262.13	Brnk stmnt-14/3/2022	17,262.13
<b>TOTAL FUNDS AT 14th MARCH, 2022</b>			<b>\$110,604.26</b>		<b>\$110,604.26</b>
<b>COMMITMENTS</b>	<b>Estimate</b>	<b>Paid</b>	<b>Balance</b>	<b>Approval reference</b>	
Kirkwood Del - Feb/March invoices	?????		?????		
Swimming trials/Pool hire/2022 AGM/Annual cntgncy	700.00		700.00		
WACSSO annual subscription (Est)/includes Insurance cost	1,200.00		1,200.00		
Shade sails-Winter storage/Annual contingency	220.00		220.00		
2022 Leavers bk/2022 AGM/Annual contingency	3,100.00		3,100.00		
2023 Kindy dcment stchls/2022 AGM/Annual cntgncy	350.00		350.00		
<b>TOTAL (ESTIMATED) COMMITMENTS</b>	<b>\$5,220.00</b>		<b>\$5,220.00</b>		

SPS P&C - GENERAL A/C's - 2253561 & 3688860											
14th MARCH, 2022											
PERIOD	1st Jan										TOTAL
	to 14th Mar										
<b>OPENING BALANCE</b>	48,311.14	93,342.13	93,342.13	93,342.13	93,342.13	93,342.13	93,342.13	93,342.13	93,342.13	93,342.13	48,311.14
<b>Receipts</b>											
Funds transfer - 'Interest' a/c closed	12,877.32										12,877.32
Funds transfer - Uniform a/c closed	29,513.91										29,513.91
Membership fees	7.00										7.00
P & C levies											0.00
2/3 contribution to SPS											0.00
Interest received	0.19										0.19
Cash for cans/Recycling initiative	42.30										42.30
Splashdown	1,958.00										1,958.00
Xmas market (Net)	795.69										795.69
Cyber safety	799.50										799.50
2022 diaries	25.50										25.50
Swimming caps	70.00										70.00
<b>Total receipts</b>	46,089.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46,089.41
<b>Payments</b>											
2021 Scitech function - Alcohol cost	1,058.42										1,058.42
Claremont pool hire/2022 AGM/Annual cntgncy											0.00
Kindy document stchls/2022 AGM/Annual cntgncy											0.00
2022 Leavers bk/2022 AGM/Annual contingency											0.00
Shade sails storage/Annual contingency											0.00
<b>Total payments</b>	1,058.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,058.42
<b>CLOSING BALANCE</b>	<b>\$93,342.13</b>	<b>\$93,342.13</b>	<b>\$93,342.13</b>	<b>\$93,342.13</b>	<b>\$93,342.13</b>	<b>\$93,342.13</b>	<b>\$93,342.13</b>	<b>\$93,342.13</b>	<b>\$93,342.13</b>	<b>\$93,342.13</b>	<b>\$93,342.13</b>
2021 Scitech function income											8,948.77
Alcohol cost, paid 14th March, 2022											-1,058.42
<b>NET 2021 SCITECH FUNCTION INCOME</b>											<b>\$7,890.35</b>
<b>Splashdown</b> receipts - February 2022											1,958.00
Hire costs - Paid December 2021											-3,825.00
<b>NET COST</b>											<b>-\$1,867.00</b>

SP5 P&C  
 CANTEEN A/C 451808  
 14th MARCH, 2022

DETAIL	1st Jan. to 14th Mar											TOTAL
OPENING BALANCE	20,694.17											20,694.17
Receipts	5,834.26											5,834.26
Payments	-9,266.30											-9,266.30
CLOSING BALANCE	\$17,262.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,262.13