

# Swanbourne Primary Parents and Citizen Group

## Meeting 7 2021 - Minutes of Meeting

Wednesday 27<sup>th</sup> October 2021, 7.00pm

Swanbourne Primary Staff Room

Attendees	Apologies
Lauren Pavlich – President	Belle Lyons - Secretary
Melissa Dove - Vice President	Bec Robson – Vice Principal
David Knox – Principal	Peta Bennett
Gavin Hartley - Treasurer	Lorna Carter
Joy Davies	Emma Coyle
Sophy Foreman	Grace Jones
Daniel Lee	Bec King
Paul Walshe	Anna McGlew
	Lee Nugawela
	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 7.08pm.</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 on 08.09.2020 be taken as read and confirmed; seconded by Sophy Foreman; 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. <b>Daniel Lee to collate canteen item ordering trends, look at creating a survey, and present progress at next Meeting.</b> <ul style="list-style-type: none"> <li>▪ In progress.</li> <li>▪ <b>Action: Daniel Lee to email to Lauren Pavlich once the canteen survey has been drafted.</b></li> </ul> </li> <li>2. <b>Sophy Foreman to send Gavin Hartley additional information on the Containers for Change initiative so he can approach the Cottesloe Golf Club about becoming involved.</b> <ul style="list-style-type: none"> <li>▪ Completed.</li> <li>▪ Gavin Hartley will liase with the new CEO of the golf club in due time.</li> </ul> </li> <li>3. <b>Grace Jones to investigate options for water tanks to be installed and be incorporated into plans for school grounds.</b> <ul style="list-style-type: none"> <li>▪ Grace Jones was unable to attend Meeting.</li> <li>▪ <b>Action: Grace Jones to investigate options for water tanks to be installed and be incorporated into plans for school grounds.</b></li> </ul> </li> <li>4. <b>Bec Robson to speak to staff and develop a map, meeting points and a possible date for Term 4 Walking school bus.</b> <ul style="list-style-type: none"> <li>▪ Delayed to Term 1 2022.</li> <li>▪ <b>Action: Bec Robson to speak to staff about cycling to school program and develop a map, meeting points and a possible start date for Term 4.</b></li> </ul> </li> <li>5. <b>Lorna Carter to explore the cycling safely to school program.</b> <ul style="list-style-type: none"> <li>▪ Delayed to Term 1 2022.</li> <li>▪ <b>Action: Lorna Carter to explore the cycling safely to school program.</b></li> </ul> </li> </ol>	Lauren Pavlich

6. **Bec Robson to send information on the "Ride to School" program to Lorna Carter.**
  - Completed.
  
7. **Gavin Hartley to discuss with Olga White 2022 P&C contributions being paid directly to the P&C.**
  - Completed.
  - Gavin Hartley met with Olga White and there is now a plan in place.
  
8. **Melissa Dove and Lauren Pavlich to draft a Connect notice, Newsletter item & WhatsApp group message asking for volunteers to join the Fundraising committee.**
  - In progress.
  - Paul Walshe was present at the meeting and would like to be involved.
  - Other members have been contacted and also want to be involved.
  - **Action:** Lauren Pavlich to draft a Connect notice, Newsletter item & WhatsApp group message asking for volunteers to join the Fundraising committee.
  - **Action:** Lauren Pavlich to continue discussions about forming a 2022 Fundraising committee with interested parties
  
9. **Bec Robson to check and see if there was a quote for lighting received.**
  - Completed.
  - A quote received. It is more feasible to continue to hire at present.
  
10. **Sophy Foreman to contact Brenton See regarding a mural quote including dimensions/pricing for ELC area and outside the kiss n drop.**
  - In progress.
  - Total cost for the wall is approximately \$6,000.
  - **Action:** Sophy Foreman to investigate paint by numbers artist to do a mural for ELC area and outside the kiss n drop.
  - **Action:** Sophy Foreman to speak to Delia Bullock regarding whether she knows an artist who may be interested in doing the mural for ELC area and outside the kiss n drop.
  
11. **Joy Davies to investigate icy poles costs to be sold at the Splash Down.**
  - Completed.
  - It was agreed to sell icy poles or juice boxes for \$2.00 each.
  - People can pay with cash or square reader on site.

- 12. Melissa Dove to speak to Zoe Moss to find out about food truck for Splash Down.**
- In progress.
  - **Action: Mel Dove to speak to Zoe Moss to find out about organising food truck/s for Splash Down.**
- 13. Lauren Pavlich to put out Communications to class reps regarding putting out a WhatsApp message about the online Christmas market.**
- Completed.
- 14. Mel Dove to ask Hattie O'Shannassy about Freeze Frame performing at Swannie on the Green 2022 and likely costs.**
- In progress.
  - **Action: Mel Dove to follow up on getting a quote for Freeze Frame to perform at Swannie on the Green 2022.**
- 15. Lorna Carter to ask her neighbour if he would DJ at Swannie on the Green.**
- Completed.
  - Lorna Carter's neighbour will be DJ at Swannie on the Green 2022.
  - Another dad (Kerrin Robb) is also keen to be involved.
    - **Action: Lauren Pavlich to speak to Kerrin Robb about being involved with the DJ at Swannie on the Green 2022.**
- 16. Sophy Foreman to investigate bumper stickers and stubby holders for Swannie on the Green.**
- In progress.
  - **Action: Sophy Foreman to investigate bumper stickers and stubby holders for Swannie on the Green.**
- 17. Sophy Foreman to follow up with Cash for Containers regarding answering questions for Aria Apartments.**
- Completed.
  - ARIA Apartments are keen to be involved.
    - However, they need a regular team to empty the bins on Monday mornings.
    - We are considering whether we do a trial for Term 4 and then look to implement in 2022.
  - **Action: Sophy Foreman to consider implementing a trial of Cash for Containers at the ARIA Apartments.**
- 18. Lauren Pavlich to ensure Rowena Walsh from Magpie Conscious Collective is mentioned in the Newsletter for supporting the school through Upparrel clothing recycling.**
- Completed.

4	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>▪ WACSSO – P&amp;C Voice Term 3 2021</li> <li>▪ Shenton College – Highlights magazine, 2021 (#2)</li> <li>▪ School Fun Run – Fundraising information pack</li> </ul>	Belle Lyons
5	<p><b>President’s Report</b></p> <ul style="list-style-type: none"> <li>▪ <b>Grounds Master Plan</b> <ul style="list-style-type: none"> <li>○ Continues to progress and hopefully will have a plan to share with the school community soon.</li> </ul> </li> <li>▪ <b>Secretary 2022</b> <ul style="list-style-type: none"> <li>○ Belle Lyons is stepping down as Secretary so we need a new Secretary for 2022.</li> </ul> </li> <li>▪ <b>Splash Down 2021</b> <ul style="list-style-type: none"> <li>○ Slides booked.</li> <li>○ Rebecca Lay’s daughters will help out selling icy poles/juice boxes as they need to tick off community help hours.</li> </ul> </li> <li>▪ <b>Internet Safety Speaker</b> <ul style="list-style-type: none"> <li>○ Kayelene Kerr is booked to speak to the kids Monday 14<sup>th</sup> Feb (incursion).</li> <li>○ Parent’s session will be held on Thursday 17<sup>th</sup> Feb at 7pm. <ul style="list-style-type: none"> <li>▪ Tickets will be \$20, via Trybooking link.</li> </ul> </li> </ul> </li> <li>▪ <b>Shade Sail</b> <ul style="list-style-type: none"> <li>○ There is an annual \$220 maintenance/storage payment for the shade sail.</li> <li>○ Moved by Lauren Pavlich that \$220 for shade sail maintenance and storage is added to add to committed funds for future years; seconded by Gavin Hartley; members supported.</li> </ul> </li> </ul>	Lauren Pavlich
6	<p><b>Principal’s Report</b></p> <ul style="list-style-type: none"> <li>▪ David to inform us of date for parents BYOD year 3 (term 4?)</li> <li>▪ <b>Term 4</b> <ul style="list-style-type: none"> <li>○ The term is off to a flying start with classes engaged, motivated and interested. It’s been terrific coming back this term to such a happy, settled and enthusiastic group of students.</li> </ul> </li> <li>▪ <b>Survey</b> <ul style="list-style-type: none"> <li>○ As a component of our accountability and reporting obligations, we do survey the school community bi-annually. I intend to do this annually from now on as the information gained is extremely useful in using as a guide for our forward planning.</li> <li>○ Our lowest response areas are: “My child’s learning needs are being met at this school” (3.9); and “The school works with me to support my child’s learning” (3.9).</li> <li>○ Our strongest response was: “This school is well led” (4.6). <ul style="list-style-type: none"> <li>▪ This represents a 94% approval rating of the school’s leadership. The most significant reason for this is Rebecca Robson. I understand this and appreciate the work that she does for the school.</li> </ul> </li> </ul> </li> </ul>	David Knox

	<ul style="list-style-type: none"> <li>○ Another pleasing result was: “My child feels safe at this school” (4.5). <ul style="list-style-type: none"> <li>▪ This also represents 94%</li> </ul> </li> <li>○ As a staff we’ll un-pack this information and come up with ways to improve in areas that we didn’t score as well as others in.</li> <li>▪ <b><u>SASR Museum Visits</u></b> <ul style="list-style-type: none"> <li>○ This term all Year 5&amp;6 classes are visiting this facility and the excursions have been interesting, enjoyable and informative. The hardest part is in getting our students to leave. The SASR volunteer guides are all former SASR soldiers and give a real insight into the functions and history of the regiment.</li> </ul> </li> <li>▪ <b><u>2022</u></b> <ul style="list-style-type: none"> <li>○ We’re in full swing in preparing for 2022 and I’ll update the board and then the broader community after everything’s finalised.</li> </ul> </li> <li>▪ <b><u>Upcoming events</u></b> <ul style="list-style-type: none"> <li>○ Between now and the next P&amp;C meeting we have the opening of the time capsule on Tuesday 9 November, SDD on Monday 8 November, Year 6 Camp Monday 15 to Friday 19 November and School Board meeting on Monday 22 November 2021.</li> </ul> </li> </ul>	
7	<p><b>Treasurer’s Report</b></p> <ul style="list-style-type: none"> <li>▪ See attached reports.</li> <li>▪ <i>Moved by Lauren Pavlich that financial reports dated October 2021 be taken as read and confirmed; seconded by Sophy Foreman members supported.</i></li> <li>▪ <b>Action: Gavin Hartley to discuss with Tom Orchard closing the Interest Account and moving Uniform funds into General Account.</b></li> </ul>	Gavin Hartley
8	<p><b>Sub-Committee Reports</b></p> <p><b><i>Social and Fundraising Committee</i></b></p> <ul style="list-style-type: none"> <li>○ <b><u>Fundraising Committee Development</u></b> <ul style="list-style-type: none"> <li>● A committee needs to be set up for 2022.</li> </ul> </li> <li>○ <b><u>Bidyadanga</u></b> <ul style="list-style-type: none"> <li>● Paul Walshe discussed fundraising needs for Bidgy program if it recommences next year.</li> <li>● Fundraising in past for Bidgy has included t shirts and breakfast.</li> <li>● Action: Paul to explore a long sleeve tee option as a Bidgy fundraiser that can be worn at school (although not for official school functions/excursions).</li> </ul> </li> <li>○ <b><u>Swannie on the Green 2022</u></b> <ul style="list-style-type: none"> <li>● Will be held on 25<sup>th</sup> March at 6.30pm.</li> <li>● \$10 per ticket.</li> <li>● The event will fundraiser because otherwise it’s a lot of effort going into an event for not much reward if not fundraising.</li> <li>● Planning to have: DJ, Little Things bar, Sapphire hampers, wine wall, raffle tickets.</li> </ul> </li> </ul>	<p>Lauren Pavlich</p> <p>Sophy Foreman</p>

- Freeze Frame live music performance to occur early in evening.
- Trybooking – will be able to pre book raffle ticket, wine wall ticket, food etc.
- Need donations for raffle prizes and online auction items.
- Consider having beer and wine available for people to pre-book via Trybooking and collect on the night.
- **Online Christmas Market**
  - Up and running.
  - Spread the word!
- **Icy Pole Sale**
  - Will be held during school on November 26<sup>th</sup>.
  - Sugar Free Icy Poles sold as a fundraiser.
  - Gold coin donation.
  - Year 6's to run.

**Environmental Committee**

- **Containers for Change**
  - Aria Apartments – will join in on Cash for Containers initiative in 2022.
  - Nedlands Council is to donate three bins.
  - We need a team of parents to help run the program.
    - Suggest being involved to Year 3 parents – via WhatsApp message?
    - **Action: Sophy Foreman to investigate requesting help from parents of the current Year 3 cohort for the Cash for Containers in 2022.**
  - We must remember to remove bins during the Christmas holidays.
  - We will reassess how the program for 2022 is run at the end of the year.
    - **Action: Belle Lyons to put discussion of Cash for Containers 2022 program on the agenda for the next Meeting.**
  - After the faction competition is over, it will become an individual contest until end of school year.
    - The winner gets a prize pack containing a Scitech voucher, sustainable water bottle, and a certificate at assembly.
    - **Moved by Lauren Pavlich that Joy Davies can spend \$20 on a water bottle as a prize for Cash for Containers; seconded by Joy Davies; members supported.**

9	<p>Funding requests</p> <ul style="list-style-type: none"> <li>○ None</li> </ul>	Lauren Pavlich
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10	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>▪ <b>Staff Lunch</b> <ul style="list-style-type: none"> <li>○ Staff Lunch is scheduled for Wednesday the 1<sup>st</sup> of December</li> <li>○ 1.20 pm in staff room</li> <li>○ Staff cover is ok to be done by parents who sign in at the office.</li> <li>○ 52 staff members.</li> <li>○ Will do some catered food and some parent donated food</li> <li>○ Message via WhatsApp with excel spreadsheet for help and food donations.</li> </ul> </li> <li>▪ <b>New water fountain</b> <ul style="list-style-type: none"> <li>○ <b>Action:</b> Lauren Pavlich to investigate cost of a new water fountain.</li> </ul> </li> </ul>	Lauren Pavlich
10	<p><b>Closure</b></p> <ul style="list-style-type: none"> <li>▪ Meeting closed at 9.20 pm.</li> <li>▪ Next meeting Wednesday 1<sup>st</sup> December 2021</li> </ul>	Lauren Pavlich



<b>SWANBOURNE PRIMARY SCHOOL</b>						
<b>PARENTS &amp; CITIZENS ASSOCIATION INCORPORATED</b>						
<b>SUMMARY OF CASH ON HAND</b>						
<b>18TH OCTOBER, 2021</b>						
<b>(NOTE - PREPARED ON A 'CASH' BASIS)</b>						
General	A/c 253561			40,472.08	Bnk stmt - 18/10/21	40,472.08
Interest	A/c 368860			12,876.63	Bnk stmt - 18/10/21	12,876.63
Uniforms	A/c 451795			53,348.71		53,348.71
Canteen	A/c 451809			29,513.91	Bnk stmt - 18/10/21	29,513.91
				11,736.49	Bnk stmt - 18/10/21	11,736.49
<b>TOTAL FUNDS AT 18TH OCTOBER, 2021</b>				<b>\$94,599.11</b>		<b>\$94,599.11</b>
<b>COMMITMENTS</b>						
	<b>Estimate</b>	<b>Paid</b>	<b>Balance</b>	<b>Approval reference</b>		
Scitch - Alcohol invoice outstanding (Tory Walnright)	1,000.00		1,000.00			
Lord Mayors fund	1,000.00		1,000.00			
Waterslides - 50% balance remaining	1,912.00		1,912.00			
Environment - Vegie patch	739.00		739.00	Carried over from 2020		
Special circumstances	500.00		500.00	Carried over from 2020		
Budget contribution	2,638.00		2,638.00	Carried over from 2020		
Welcome night	1,500.00		1,500.00	Carried over from 2020		
Covid 19 fund	2,000.00		2,000.00	Carried over from 2020		
<b>TOTAL ESTIMATED COMMITMENTS</b>				<b>\$11,289.00</b>		<b>\$10,289.00</b>

<b>PROFIT ON FUND RAISING ACTIVITIES</b>	<b>Income</b>	<b>Expenditure</b>	<b>Profit</b>			
Cash for cans	1,658.10	-173.92	1,484.18			
Hot cross buns fundraiser	1,747.90	-1,250.00	497.90			
Election bake sale - 'Bushfire appeal'	1,006.06		1,006.06			
Art festival/sale of towels	100.00		100.00			
Scitech visit - TBA						
Aths day - TBA						

SPS P&C - GENERAL A/C - 233551 & 681846												
DATE	DESCRIPTION	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	JUL 2021	AUG 2021	SEP 2021	OCT 2021	TOTAL
	<b>OPENING BALANCE</b>	39,578.58	36,483.09	35,197.18	42,679.00	47,955.00	54,200.85	52,039.31	63,867.59			39,578.58
	<b>Receipts</b>											
	Membership fees		14.00									14.00
	P&C News OS&OZ			25,681.55	8,383.00	7,313.45	1,954.05	2,059.00	936.00			46,327.05
	Z&B volunteer contribution to SPS	-1,098.60		-17,121.03	-5,988.67				-7,551.00			(28,749.30)
	Cash for cars	2.70	16.20	46.90	802.20	484.70	154.60	306.70	440.15			1,558.10
	SP&A Albany?						302.50					302.50
	Travel fees		2,800.00									2,800.00
	Interest received		0.41	0.09								1.22
	Traveling PCSURS				1,147.90		0.10	0.21	0.15			1,147.90
	Dpt Square 1, App/S&A sales				128.50							128.50
	Election table subject to fire appeal				986.06		20.00					1,006.06
	Art festival/Sale of tea towels				100.00							100.00
	Cyberstudy print/Kaylene Kerr						403.00					403.00
	Sleuth Junction (net)						-200.00					-200.00
	P & C cake sale						982.30					982.30
	Ashley's day (net)						1,495.00					1,495.00
	<b>Total Receipts</b>		2,830.23	8,606.82	5,959.10	7,798.35	2,638.25	13,621.98	6,003.70			33,455.60
	<b>Payments</b>											
	Social Welfare night music		-300.00									-300.00
	Fundraising Vendor payments			-1,125.00								-1,125.00
	Fundraising Subsidy payments			-431.00								-431.00
	Welfare night staffing			-650.80								-650.80
	Shops sale			-4,734.40								-4,734.40
	Client's meal hire				-683.10							-683.10
	60 document stacks					-302.50						-302.50
	Typing/Printing PCs/units					-1,250.00						-1,250.00
	Swimming caps						-418.50					-418.50
	W&A S&O annual subscription						-1,169.37					-1,169.37
	Choir shirts						-3,040.00					-3,040.00
	Bus for Ocean Beach Hotel vans						-173.92					-173.92
	Library-Alimentary/ECF clean up						-1,798.75					-1,798.75
	Water/lines-50% deposit											-1,913.00
	<b>Total Payments</b>		6,116.20	1,125.00	683.10	1,552.50	4,799.79	1,798.76	3,670.12			18,744.37
	<b>CLOSING BALANCE</b>	<b>\$38,483.09</b>	<b>\$35,397.18</b>	<b>\$42,679.00</b>	<b>\$47,295.00</b>	<b>\$54,200.85</b>	<b>\$52,039.31</b>	<b>\$63,867.59</b>	<b>\$59,344.11</b>			<b>\$59,344.11</b>
	General - Ac 233551				35,078.08	41,324.63	39,162.99	50,986.00	40,417.08			
	Interest - Ac 388850				12,476.02	12,876.22	12,876.32	12,876.53	12,876.83			
					<b>\$47,295.00</b>	<b>\$54,200.85</b>	<b>\$52,039.31</b>	<b>\$63,867.59</b>	<b>\$59,344.11</b>			

SPS P&C  
 CANTEEN A/C 451808  
 18TH OCTOBER, 2021

DETAIL	JAN 2021	FEB 2021	MAR 2021	APR 2021	MAY 2021	JUN 2021	26th July to 7th Sept	8th Sept to 18th Oct	SEPT 2021	OCT 2021	NOV 2021	DEC 2021	TOTAL
OPENING BALANCE	13,917.92	10,306.11	9,507.08	12,091.39	8,939.98	13,871.48	10,119.65	18,953.66					13,917.92
Receipts		2,000.97	5,389.26	1,176.40	6,375.68	6,094.24	8,834.01	5,331.07					35,201.63
Payments	-3,611.81	-2,800.00	-2,804.95	-4,327.81	-1,444.18	-9,846.07		-12,548.24					-37,383.06
CLOSING BALANCE	\$10,306.11	\$9,507.08	\$12,091.39	\$8,939.98	\$13,871.48	\$10,119.65	\$18,953.66	\$11,736.49					\$11,736.49