

# Subiaco Primary School P&C

## Term 4, Week 8 2023 General Meeting – Agenda

Monday 27 November 2023, 7-8.30 pm, School Library

	Agenda Item	Time	Representative	Relevant Attachment
1.	<b>Meeting Open &amp; Confirmation of Meeting Minutes</b> <ul style="list-style-type: none"> <li>Acknowledgement of Country, Apologies, Confirm quorum, Conflict of interest &amp; Welcome new members.</li> <li>Confirm previous meeting minutes (Term 4, Week 3)</li> </ul> <b>Motion:</b> <ul style="list-style-type: none"> <li>That the minutes of the General Meeting on 23 October 2023 be taken as read and confirmed as a true and accurate record.</li> </ul>	7:00-7:05 (5 mins)	Fiona Plant	Minutes of Meeting
2.	<b>Presidents Update:</b> <ul style="list-style-type: none"> <li>Roles &amp; recruitment – known 2024 vacancies: <ul style="list-style-type: none"> <li>Treasurer</li> <li>Co-Secretary</li> <li>Events Committee members</li> </ul> </li> <li>Future succession planning: <ul style="list-style-type: none"> <li>President</li> <li>Events Committee</li> </ul> </li> <li>Intentions for 2024</li> </ul>	7:05-7:10 (5 mins)	Fiona Plant	
3.	<b>Principal's report</b>	7:10-7:20 (10 mins)	Melinda Harris	
4.	<b>Treasurers Report</b> <ul style="list-style-type: none"> <li>Phoenix Accounting – health check &amp; bookkeeping update.</li> <li>Draft 2024 Budget – for discussion and to agree next steps so that the final 2024 Budget can be presented to the AGM for approval</li> </ul> <b>Motion:</b> <ul style="list-style-type: none"> <li>That the Treasurers report was received, reviewed, and approved.</li> </ul>	7:20-7:35 (15 mins)	Kanchana Karunaratna	Treasurers Report  Draft 2024 Budget  P&C Contributions  P&C Funding Round Tracking
5.	<b>Events</b> <ul style="list-style-type: none"> <li>Update on 2023 calendar of events and financials (actual vs budget)</li> <li>Draft 2024 Events Plan &amp; Budget</li> <li>2024 Sundowner / P&amp;C Welcome Plan</li> </ul> <b>Financial Motion:</b> <ul style="list-style-type: none"> <li>That the P&amp;C approve the 2024 Events Plan &amp; Budget as submitted to allow: <ul style="list-style-type: none"> <li>Year event comms to be issued to all year groups at start of year</li> <li>Allow P&amp;C Welcome to be organised and associated expenses incurred</li> <li>Allow bookings &amp; deposits to be paid</li> </ul> </li> </ul>	7:35-7:55 (20 mins)	Veronica Wilshaw	Draft 2024 Events Plan & Budget  Events Report

	<ul style="list-style-type: none"> <li>○ Sponsors to be approached to support 2024 events, particularly Colour Run and Parents Night</li> </ul>			
6.	<b>2024 Funding Round:</b> <ul style="list-style-type: none"> <li>- Some longstanding items which will be incurred prior to the AGM require approval now.</li> <li>- Propose to hold the Funding Round in Term 1</li> </ul> <b>Motion:</b> <ul style="list-style-type: none"> <li>- That the 2024 Funding Round is held in Term 1, commencing prior to the AGM.</li> </ul> <b>Financial Motion:</b> <ul style="list-style-type: none"> <li>- That the P&amp;C approve \$3k to fund swimming lane hire &amp; coaching as part of the 2024 funding round.</li> </ul>	7:55-8:00 (5 mins)	Fiona Plant	
7.	<b>P&amp;C 2024 Plans:</b> <ul style="list-style-type: none"> <li>- P&amp;C Calendar 2024</li> <li>- AGM Planning</li> </ul>	8:00-8:05 (5 mins)	Tamara Brestovac	Draft 2024 P&C Calendar
8.	<b>Playgrounds</b> <ul style="list-style-type: none"> <li>- Update</li> <li>- Community survey</li> </ul>	8:05-8:10 (5 mins)	Tamara Brestovac	Playgrounds Report  Attachment 1 – Playgrounds Survey Results
9.	<b>Pool Update</b> <ul style="list-style-type: none"> <li>- Update on Council funding</li> <li>- Free passes to school families</li> <li>- 2023-24 pool season pass sales</li> <li>- Draft 2024 Pool Budget</li> </ul>	8:10-8:15 (5 mins)	Peter Schwarzbach	Pool Report
10.	<b>Uniform Shop</b> <ul style="list-style-type: none"> <li>- Update</li> </ul> <b>Financial Motion:</b> <ul style="list-style-type: none"> <li>- That the P&amp;C approve \$100 cash float at the uniform shop to cater for cash sales.</li> </ul>	8:15-8:20 (5 mins)	Jo Wilkie	Uniform Shop Report
11.	<b>CLP</b> <ul style="list-style-type: none"> <li>- 2024 Comms Plan</li> </ul>	8:20-8:25 (5 mins)	Catie Parsons	2024 CLP Comms Plan
12.	<b>Healthy Hub</b> <ul style="list-style-type: none"> <li>- Update</li> </ul>	8:25-8:30 (5 mins)	Rachel Feldhusen	Healthy Hub Report
13.	<b>Any Other Business:</b> <ul style="list-style-type: none"> <li>- Website Update is nearly complete and will be launched in the new year.</li> <li>- Bike Rack access (Rockeby Road) to remain closed until the Library renovations are completed.</li> </ul>	8:30-8:35 (5 mins)	Fiona Plant	

**Next Meeting:** Monday 26 February 2024, 7pm, School Library (To be confirmed)



## Subiaco Primary School Parents and Citizens Association

<b>Committee:</b>	Treasurers Report
<b>Author/s</b>	Kanchana Karunaratna

### Update

#### Overview

Net position of -\$85,123 for the period from 1 Jan to 22 November 2023.

New membership contributions for the 2023 have been received as shown below, total of about \$57,500.00

Uniform shop income has been adjusted to account for Pool ticket sales of \$13,100 for the calendar year to date. Net cash position for the uniform shops is - \$63,472 but about - \$26,940 when adjusted for stock holdings.

The expected budget forecast for 2024 as outlined below.

Analysis summary below.

For the remaining months of the calendar year we should expect the Uniform shop to have income that exceeds expenses.

Similarly, we would expect that the Pool income for the end of the year to increase with a net position similar to last year.

**YTD ended 22 November 2023**

<b>Overall Result</b>	<b>22 November 2023</b>	<b>Note</b>
Total Cash In	\$149,728	Includes P & C Contributions of \$57,509
Total Cash out	\$234,852	Includes about \$30,000 in funding requests paid in this year carried over from 2022.
Net Surplus/deficit	<b>-\$85,123</b>	

**9 Months ended 22 November 2023**

From Quick Books P&amp;L

<b>Net Result</b>	<b>22 November 2023</b>	
<b>Membership Contributions</b>	\$57,509	
<b>Grants</b>	\$0	
<b>Fundraising</b>	\$22,374	Includes around \$7,200 relating to 2022 fundraising activities
<b>Uniform Shop</b>	-\$63,472	Reported uniform stock value \$36,531. P/L including stock value is -\$26,940.  (Stocktake as at 31/10 shows stock value \$54,630 – to be reflected in Quickbook).
<b>Pool</b>	-\$27,549	Includes \$6,802 cost of pool blankets approved in 2023 funding round. NB: Anticipated council grant of \$7,500 not yet received.
<b>Funding Request</b>	\$57,002	<ul style="list-style-type: none"> <li>- Includes c. \$34k from 2022 funding round.</li> <li>- Further \$15k is now unlikely to be incurred in 2023 and will be carried over to 2024 - \$10k for kiln housing, \$5k for STEAM artist in residence.</li> <li>- Leavers Book costs of \$4k are still outstanding and expect to incur this year.</li> </ul>
<b>Building fund</b>	\$0	
<b>Other</b>	-\$130,988	
<b>Total Net Surplus / (Deficit)</b>	<b>-\$85,123</b>	Cash position from Quickbooks P and L (slight variance to quick book cash flow statement)

Note: Funding approved towards the PP and Senior Playgrounds of \$110k has not yet been incurred.

**Membership Contributions**

<b>Contribution</b>	<b>Amount per student</b>	<b>Total contributions for collection</b>	<b>Collected as at 15/11/23</b>	<b>% contributions collected</b>
P&C Voluntary Contributions - Kindy	\$50	\$3,500	\$2,360	67%
P&C Voluntary Contributions - PP - Year 6	\$100	\$66,800	\$34,059	51%
P&C Voluntary - Infrastructure and Grounds (K-Y6)	\$50	\$36,900	\$21,040	57%
<b>TOTAL</b>		<b>\$107,200</b>	<b>\$57,459</b>	<b>54%</b>

**Bank Reconciliation as at 30 September 2023**

	<b>Start Balance 31 Dec 2022</b>	<b>End Balance 22 November 2023</b>	<b>Change</b>
Cheque Account:	\$81,307.15	\$31,411.22	-\$49,895.93
Online Saver:	\$149,056.98	\$115,343.11	-\$33,713.87
Debit card		\$1,000.00	\$1,000.00
<b>Bank Total</b>	<b>\$230,364.13</b>	<b>\$147,754.33</b>	<b>-\$82,609.80</b>
<b>Quickbooks Cashflows</b>			<b>-\$84,073.35</b>

<b>Bank Balances as at</b>	<b>20 Feb 2023 AGM</b>	<b>End April 2023</b>	<b>End May 2023</b>	<b>End June 2023</b>	<b>End July 2023</b>	<b>End Sept 2023</b>	<b>22 Nov 2023</b>
<b>Cheque Account:</b>	<b>\$70,543.02</b>	<b>\$26,846.28</b>	<b>\$14,522.89</b>	<b>\$59,711.26</b>	<b>\$51,090.85</b>	<b>\$51,090.85</b>	<b>\$31,411.22</b>
<b>Online Saver:</b>	<b>\$149,181.12</b>	<b>\$169,617.50</b>	<b>\$169,805.01</b>	<b>\$149,662.55</b>	<b>\$149,834.15</b>	<b>\$149,834.15</b>	<b>\$115,343.11</b>
<b>Debit Card:</b>						<b>\$1,000.00</b>	<b>\$1,000.00</b>
<b>Total</b>	<b>\$219,724.14</b>	<b>\$196,463.78</b>	<b>\$184,327.90</b>	<b>\$209,373.81</b>	<b>\$200,925.00</b>	<b>\$178,175.17</b>	<b>\$147,754.33</b>

**Draft Budget for 2024 – for discussion and agreement of next steps (with approval at 2024 AGM)**

	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Actual YTD Nov 2023	Budget 2023	Variance 2023	Draft Budget 2024	Note
Income									
Membership Contributions	\$69,626	\$66,528	\$45,325	\$45,182	\$57,509	\$50,000	\$7,509	\$50,000	
Uniform Shop (net - see tab for details)	\$26,416	\$14,653	-\$3,287	\$35,540	-\$63,472	\$0	-\$63,472	\$5,000	
Pool (net - see tab for details)	-\$19,276	-\$7,251	-\$3,240	-\$8,083	-\$27,549	-\$5,000	-\$22,549	-\$12,000	
Fundraising (net - see tab for details)	\$29,255	\$28,942	\$16,355	\$22,001	\$25,526	\$16,000	\$9,526	\$12,000	
Other (non-pool) Grants							\$0		
Interest	\$289	\$110	\$38		\$1,600		\$1,600		
Entertainment Books							\$0		
Other Income (eg donations)		\$10,000		\$0			\$0		
TOTAL NET INCOME	\$106,310	\$112,982	\$54,982	\$94,640	-\$6,386	\$61,000	-\$67,386	\$55,000	
Expenditure									
Quickbook Fees	\$470	\$958	\$-	\$625	\$1,007			\$1,100	This is the full amount if we outsource the monthly accounting functions.
Accounting and Auditing fees		\$1,925			\$1,595			\$4,500	
Stationery	\$-	\$-	\$-						
WACSSO Affiliation Fees	\$1,269	\$855	\$1,434	\$1,434	\$1,557			\$1,700	
Merchant/Bank Fees	\$1,627	\$1,575	\$1,496	\$1,358	\$1,234			\$1,500	
Paypal Commission	\$2,328	\$643							
Domain name/website hosting	\$262				\$127			\$150	
ICT				\$57	\$52			\$60	
Subscriptions			\$423						
General/other Expenses	\$71	\$889	\$127		\$385			\$400	
Depreciation									
Total Expenses	\$6,027	\$6,844	\$3,479	\$3,474	\$5,958	\$5,000	\$958	\$9,410	
SURPLUS / DEFICIT AVAILABLE FOR ALLOCATION	\$100,283	\$106,138	\$51,502	\$91,166	-\$12,344	\$56,000	-\$68,344	\$45,590	
Funding Requests - 2023 carried over								\$15,000	
Funding Requests	\$51,381	\$86,832	\$44,064	\$52,221	\$57,002	\$45,000	\$12,002	\$20,000	

Sports Coaching/swimming	\$1,790	\$1,612	\$1,612		\$15,778	\$0	\$8,047	\$3,000
Playgrounds <b>(Allocation to Junior playground renewal reserve. Not to be incurred in 2024)</b>								\$20,000
Leavers' Yearbook		\$3,032	\$3,597	\$3,867		\$2,500		\$4,000
Fathering Project			-\$211			\$2,500		\$1,900
Sustainability Committee	\$598	\$381	\$35					\$800
Healthy Eating Program	\$598	\$381	\$35					\$800
Opportunity Fund	\$4,787	\$4,849	\$2,731			\$2,731		\$500
TOTAL FUNDING ALLOCATED	\$59,155	\$97,086	\$51,864	\$56,088	\$72,780	\$52,731	\$20,049	\$66,000
NET CASH MOVEMENT	\$41,128	\$9,051	-\$362	\$35,078	-\$85,123	\$3,269	-\$88,392	-\$20,410

Current proposed 2024 Budget will need to be reviewed as it would result in cash holdings falling below \$40k target minimum (albeit \$20k allocation for Junior Playgrounds renewal is a transfer to reserve rather than spend to be incurred in 2024):

Current cash holding	\$148k	
Plus / less		
Remaining 2023 operating surplus / deficit	Nom	Not specifically forecast however Pool and Uniform Shops both now in revenue generating season
Leavers book commitment	\$4k	
2023 Playgrounds commitment (PP, Senior)	\$110k	
Forecast cash holdings end 2023	\$34k	
less		
2024 Budget cash movement	\$20k	Note: This includes net Fundraising revenue of \$12k vs current Events Budget of \$7k
Forecast cash holding end 2024	\$14k	Below target cash holding of \$40k

Links to background documentation:

1. [Bank Statements](#)



## Subiaco Primary School P&C

### Profit and Loss

1 January - 22 November, 2023

	Total
Income	
Fundraising Activities Income	
Cake Stall Athletics Carnival	2,371.95
Entertainment Book Sales	198.00
Fathering Project Welcome	102.13
Fathers Bunnings Sausage Sizzle 2022	-966.54
Fathers Day Breakfast	659.98
Fundraising Income	1,328.30
Movie Night Raffle 2022	9,233.32
Other Fund Raising Activities Income	111.50
Parents Night	2,046.00
Sundowner	335.66
Swim Carnival Food Stall	1,593.95
Tea Towels & Cards - 2022	5,360.00
Total Fundraising Activities Income	<b>A\$ 22,374.25</b>
Interest Received	1,600.13
Memberships & Contributions	57,509.00
Pool Income	180.00
Uncategorised Income	0.00
Uniform Shop	
Shopify Sales	3,883.70
Uniform Sales	64,181.40
Total Uniform Shop	<b>A\$ 68,065.10</b>
Total Income	<b>A\$ 149,728.48</b>
Cost of Sales	
Uniform Shop Purchases	101,074.54
Superannuation Expense	1,751.45
Uniform Shop Closing Stock Expense	-36,531.69
Uniform Shop Coordinator Contract fees	611.19
Uniform Shop Expense	1,391.50
Uniform Shop Improvements	2,498.67
Wages Expense	12,088.02

Workers Comp Insurance	413.00
Total Uniform Shop Purchases	<b>A\$ 83,296.68</b>
Total Cost of Sales	<b>A\$ 83,296.68</b>
Gross Profit	<b>A\$ 66,431.80</b>
Expenses	
Administration	385.00
Affiliation Fees	1,557.48
Auditing	1,595.00
Bank Fees	1,234.00
Domain Name	126.75
Subscriptions	1,007.36
Website hosting	52.00
Total Administration	<b>A\$ 5,957.59</b>
Funding Allocations	
Fathering Project Expense	1,100.00
Funding Requests	57,002.19
Fundraising Expenses	49.98
Healthy Eating Program	947.00
Movie Night	2,283.74
Parents Night Out	2,034.00
Total Funding Allocations	<b>A\$ 63,416.91</b>
Pool Expenses	
Equipment	6,801.99
Insurance	4,565.00
Other Pool Expenses	467.14
Pool Ops (In season)	33,814.81
Total Pool Expenses	<b>A\$ 45,648.94</b>
Total Expenses	<b>A\$ 115,023.44</b>
Net Earnings	<b>-A\$ 48,591.64</b>

Quick books Cash flows.

## Subiaco Primary School P&C

### Statement of Cash Flows

1 January - 22 November, 2023

	Total
Cash flows from operating activities	
Profit for the year	-50,506.19
Adjustments for non-cash income and expenses:	
Accounts Receivable	
Closing Stock	-36,531.69
PAYG Liability	8.00
Superannuation Liability	362.95
Wages Payable	663.55
Fundraising Activities Income:Fathers Bunnings Sausage Sizzle 2022	-966.54
Fundraising Activities Income:Fathers Day Breakfast	659.98
Fundraising Activities Income:Other Fund Raising Activities Income	111.50
Fundraising Activities Income:Sundowner	335.66
Fundraising Activities Income:Swim Carnival Food Stall	1,593.95
Pool Income	180.00
Total Adjustments for non-cash income and expenses:	-A\$ 33,582.64
Net cash from operating activities	-A\$ 84,088.83
Cash flows from financing activities	
Opening Balance Equity	15.48
Net cash used in financing activities	A\$ 15.48
Net increase (decrease) in cash and cash equivalents	-A\$ 84,073.35
Cash and cash equivalents at beginning of year	230,864.13
Cash and cash equivalents at end of year	A\$ 146,790.78

### Subiaco Primary School P&C - 2023 Funding Round - Tracking

Funding Submissions	Stakeholder	Business plan alignment	Approved P&C Funding	Spend Incurred?	P&C paid? (\$)	Date paid	Outstanding spend \$
Swimming lane hire & coaching	Teacher	PE & Health	\$2,942	Y	\$2,942		\$-
Garden beds	Social Justice Group	Social Justice Group - Sustainability	\$200	Y	\$200		\$-
MiniLit box	School	Literacy target in Business Plan	\$2,400	Y	\$2,400	13/10/2023	\$-
EALD (English as an Additional Language or Dialect) Support Kits	School	Targeted initiative in Business Plan/cultural responsiveness	\$3,000	Y	\$3,000	17/10/2023	\$-
New mats / carpets for year 1 class Mat Sessions	Year 1 teachers	Class environment - explicit teaching on mat	\$3,300	Y	\$2,301	24/10/2023	\$-
Year 5 planting at Myalup - bus hire	Sustainability	Environmental, sustainability focus	\$1,500	Y	\$1,500		\$-
PP Aboriginal / native garden	PP/Cultural responsiveness	RAP Plan - cultural responsiveness	\$500	Y	\$500		\$-
Soft fall for Kindy Playground	School		\$5,000	Y	\$5,000	13/10/2023	\$-
Barking Gecko drama workshops for Year 4 students	Parents	The Arts focus	\$5,000	Y	\$5,000	13/10/2023	\$-
Uniform Shop shelving	P&C		\$1,800	Y	\$1,464		\$-
Pool covers	P&C	Pool	\$8,700	Y	\$6,802	3/11/2023	\$-
New kitchen pots & portable induction hobs	P&C	Healthy Hub	\$1,400	Y	\$947		\$-
Housing for kiln	Art	The Arts focus	\$10,000	N			\$10,000
Artist in residence	Art/Science teachers. STEAM Focus in Business Plan	Learning area integration	\$5,000	Y			\$5,000
<b>TOTAL</b>			\$50,742		\$32,056		\$15,000
<b>TOTAL FUNDING ROUND COMMITMENT</b>						\$47,056	



## Subiaco Primary School Parents and Citizens Association

<b>Committee:</b>	Events
<b>Author/s</b>	Veronica Wilshaw

### Update

#### **Movie Night - Saturday 11th November:**

- Total ticket sales: 597
- A big thank you to the PP volunteers who helped with the running of the event and to the Events Committee members (non-PP parents) who stepped in to help with volunteer spots that remained unfilled. However, considering that year groups are no longer required to take on the organising of the events, if in future volunteer spots for running events remain unfilled, this may result in the event not going ahead, its far too much for the events committee members to take on.
- Food Trucks: Paella vendor was unable to attend, leaving 2 trucks in attendance - Both vendors (The Chew Chew Truck and The Big Slice) were very pleased with the outcome, they felt with a third vendor their sales would have been affected making it not worth their while. Both vendors would be happy to be involved with the event again and both would be happy to make a donation of their profits to the P&C next time.
- Fundraising: - Ice cream stall: Coles had donated 400 boxes of ice creams (x4/box), which meant we had 1600 ice cream cones rather than the 400 individual cones we had been expecting. Surplus cones were handed out for free during movie night and to senior school children on the following Monday afternoon, left over stock with nuts were donated to Earthwise to distribute across their charities.
- Raffles: three raffles were on offer with goods kindly donated by local businesses, online purchases were not as high as last year, however still raised over \$1300 with majority of ticket purchases made on the night.

#### Financials:

- Expenses: - Screen Hire: \$1097
- Estimated film licensing cost: \$1853 - Fee is calculated at 35% of ticket sales
- TOTAL: \$2932

#### Income:

- Food stall (ice-cream cones, popcorn etc): \$508
- Raffles: \$1370
- Ticket sales: \$6711
- TOTAL: \$8589

Movie Night Profit: \$5639

#### **Splash Party - Friday 24th November:**

- Event open to the whole school to celebrate the opening of the school pool season - Free event.
- Event will be organised by the Events Committee & Pool Committee, seeking volunteer Year 3 parents and carers to assist with the running of the event.
- Fundraising in the form of a food stall: Sausage sizzle, non-alcoholic beverages and icy poles will be available for purchase. Donations of goods will be sought from Coles and The Meat Safe.

- Council approval has been granted for the food stall operating under the conditions outlined:  
[https://subiacopspc-my.sharepoint.com/:b:/g/personal/events\\_subiprimarypc\\_com\\_au/EX0hMOXr27hGtmAG\\_0ZnVf0BFh08oUDoAePdLU7TbINjzg?e=5cleDj](https://subiacopspc-my.sharepoint.com/:b:/g/personal/events_subiprimarypc_com_au/EX0hMOXr27hGtmAG_0ZnVf0BFh08oUDoAePdLU7TbINjzg?e=5cleDj)

Financials: TBC

- Estimations based on last year: Expenses of \$1700, Revenue of \$2000, Profit: \$300

**Kindy tea towel fundraiser**

- Fundraiser of children's own artwork printed onto tea towels. A big thank you to Katherine Vines for taking on the entire year group's fundraiser solo, greatly appreciated.
- This year's fundraiser was open only to Kindy & PP year groups and also excluded greeting cards due to the increased workload this placed on the Kindy and PP teachers.
- The revenue was lower than anticipated as the proposed \$4000 revenue was based on profits from 2022. In 2022 the fundraiser was open to all year groups for fundraising towards the 125th anniversary mural.

Financials: TBC - awaiting invoice

- Estimated revenue based on \$5 profit per item: \$600

## Budget 2023 - Updated

Event	Revenue	Expenses	Surplus
<u>ACTUALS:</u>			
2022 Crazy Camel Tea Towels & Cards	\$5,360.00	-	\$5,360.00
2022 Movie Night Raffle	\$1,521.00	-	\$1,521.00
2022 Dawn of the Dads	\$10.00	-	\$10.00
2022 Leavers Disco	\$12.00	-	\$12.00
2022 Quiz Night	\$80.00	-	\$80.00
2022 Hot Cross Bun Fundraiser	\$9.50	-	\$9.50
2022 School Building Fund	\$218.03	-	\$218.03
Total:	\$7210.53	\$0.00	\$7210.53
(above deposits carried over from 2022)			
Sundowner	\$1,413.00	\$1,000.00	\$413.00
Fathering Project Welcome	\$760.00	\$658.00	\$102.00
Swimming Carnival Food Stall	\$1,721.00	\$117.00	\$1,604.00
Parents Night	\$2,786.00	\$2,034.00	\$752.00
Athletics Carnival Food Stall	\$2343.00	-	\$2343.00
Dawn of the Dads	\$1350.00	\$719.00	\$631.00
Movie Night	\$8081.00	\$2932.00	\$5149.00
<b>ACTUALS 2023 to date:</b>	<b>\$25,664.53</b>	<b>\$7,460.00</b>	<b>\$18,204.53</b>
<u>BUDGET:</u>			
Splash Party	\$2000 TBC	\$1700 TBC	\$300 TBC
Crazy Camel Tea Towels	\$650 TBC	-	\$650 TBC
<b>Budget Total upcoming events:</b>	<b>\$2650 TBC</b>	<b>\$1700 TBC</b>	<b>\$950 TBC</b>
<b>TOTAL</b>	<b>\$28,314.53 - TBC</b>	<b>\$9,160 - TBC</b>	<b>\$19,154.53 - TBC</b>
<b>2023 TOTAL (minus 2022 carried over deposits)</b>	<b>\$21,104 -TBC</b>	<b>\$9,160- TBC</b>	<b>\$11,944 - TBC</b>

## Proposed Budget 2024

Subiaco Primary P&C										
Events Budget 2024										
	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
	Sundowner/ Family	Swim		Mother's Day Afternoon	Parents	Athletics Carnival	Father's Day	Splash	Artwork	
DRAFT 2024 Budget	Welcome	Carnival Stall	Colour Fun Run	Tea	Night Out	Stall	Breakfast	Party	Fundraiser's	TOTAL
Total Revenue	\$ 1,400	\$ 1,700	\$ 3,600	\$ 6,500	\$ 2,800	\$ 2,000	\$ 1,300	\$ 2,000	tbc	\$ 21,300
Total Expense	\$ 1,000	\$ 100	\$ 3,200	\$ 5,500	\$ 2,000		\$ 700	\$ 1,700	tbc	\$ 14,200
Surplus	\$ 400	\$ 1,600	\$ 400	\$ 1,000	\$ 800	\$ 2,000	\$ 600	\$ 300	#VALUE!	\$ 7,100
			Based on 300 tickets sold Profit margin will be greater if major sponsor is engaged	Based on 100 tickets sold with \$5 profit per ticket. Estimated \$500 revenue from raffle					New fundraiser's, need to approach Snap Printing for sponsorship before budget estimates can be established	



## Proposed Events Calendar 2024

P&C Events Calendar 2024 - Draft			
Year	Current Event	Proposed Event	Comments
P&C	Sundowner	Fathers Day Breakfast  (Assist with planning of Sundowner/ Family welcome to the new school year and Splash Party)	To be held before school on the Friday morning prior to Father's Day weekend - (as per previous Fathering Project Dawn of the Dads Breakfast) Ticketed event \$15pp Donations of food items: Coles, Brew-Ha
Events Committee	Parents Night Movie Night	Parents night Mother's Day afternoon tea Art projects - with assistance from Leith Elliot (Assist with planning of Colour Fun Run, Art projects and Food Stalls)	<u>Parents Night:</u> Event to be organised by the Events Committee. To be held at a local licensed venue Ticketed event \$30-35pp to cover welcome drink, canapés/ finger food, guests to purchase own beverages there after Art Auction Fundraiser - Collaboration of student artwork, will be put together by Leith Elliot. Will approach local picture framers to seek donation of framing (NB: Artworks will be photographed and printed onto greeting cards for Kindy fundraiser later in the year)  <u>Art Project - Leith Elliot:</u> Student artwork fundraiser - A book of student artwork will be published for each year group Yr 1 - Yr 6, parents will be given the opportunity to view the books and place an order end of Term 3, to be ready before the end of Term 4 Will engage Snap Printing to possibly sponsor the fundraiser  <u>Mother's Day Afternoon Tea:</u> Event to be held at a local venue (?Bar Amilie) limited number of tickets available based on venues licensing Ticketed event, option 1: \$60pp for afternoon tea with guests to purchase own beverages, option 2: \$85pp for afternoon tea and 90min free flowing Prosecco. Anticipated ticket sales: 100 Fundraising raffle - goods & services to be donated by local businesses
Kindy	Crazy Camel Tea Towels & Greeting Cards	Crazy Camel Tea Towels Art Fundraiser - Greeting Cards	<u>Crazy Camel Tea Towels:</u> Fundraiser of children's own work Order's placed end of Term 3, to be ready before the end of Term 4  <u>Greeting cards:</u> Open to all year groups Kindy to Year 6 Artwork sold at the Parents Night Auction will be photographed and printed onto greeting cards, giving families an opportunity to have a keepsake of the artworks if they were unsuccessful in winning the auction Order's placed end of Term 3, to be ready before the end of Term 4 Will engage Snap Printing to possibly sponsor the fundraiser
PP	Movie night	Colour Fun Run	Family event, open to whole school, to be held on a Sunday afternoon to allow more families to participate. Possibly engage 2 Food trucks, with the option to byo picnics. Organised by the Events Committee with PP & Year 4 parent & carer volunteers to assist with the running of the event. Course to be set up on School Oval: 7 colour stations and 6 obstacle stations.  Hire of Foam Canon - external supplier ~\$1000 Tickets \$12 each (plus booking & processing fees) - Anticipate ~ 300 tickets sold Seeking major sponsor for the event - increase fundraising revenue
1	Telethon Toys Fundraiser	Colour Fun Run	As per PP

2	Swimming Carnival Food Stall	Swimming Carnival Food Stall (in conjunction with HH "Cool Fuel" Stall which will seek volunteers from all year groups)	<p>To be held during the Junior School Swimming Carnival - open to all year 1 - year 6 students</p> <p>Encourage home made goods, better reflecting sustainability values - donations of goods from all year 1 - year 6 families.</p> <p>Organised by the Events Committee with Year 2 parent &amp; carer volunteers to assist with the running of the event.</p> <p>P&amp;C and HH stalls to be run separately - ensuring shared use of kitchen for preparation. Seperate SignUp rosters already prepared.</p> <p>A HH platter to be offered at Food Stall for children who may not have money to make a purchase.</p>
3	Splash Party	Splash Party	<p>Event open to the whole school</p> <p>To be held for the opening of the school pool season.</p> <p>Event to be organised by the P&amp;C with year 3 parent &amp; carer volunteers to assist with the running of the event.</p> <p>Fundraising food stall: Sausage sizzle, non-alcoholic refreshments and icy poles</p> <p>Donations of food items: Coles, The Meat Safe</p>
4	Athletics Carnival Food Stall	Sundowner/Family welcome to the new year	<p><u>Sundowner/Family welcome to the new school year:</u></p> <p>To be held on a Sunday afternoon to allow more families to attend (NB: this will occur within the School Pool season)</p> <p>To be organised by the P&amp;C with year 1 parent &amp; carer volunteers to assist with the running of the event.</p> <p>Fundraising food stall: sausage sizzle, non-alcoholic refreshments and icy poles</p> <p>Donations of food items: Coles, The Meat Safe</p>
5	Colour Fun Run - (postponed in 2023) Graduation Morning Tea	<p>Athletics Carnival Food Stall (in conjunction with HH "Cool Fuel" Stall which will seek volunteers from all year groups)</p> <p>Graduation Morning Tea (not a P&amp;C fundraising event)</p>	<p><u>Athletics Carnival:</u></p> <p>To be held during the Senior School Athletics Carnival - open to all year 1 - year 6 students</p> <p>Encourage return to home made goods, better reflecting sustainability values - donations of goods from all year 1 - year 6 families.</p> <p>Organised by the Events Committee with Year 5 parent &amp; carer volunteers to assist with the running of the event.</p> <p>P&amp;C and HH stalls to be run separately - ensuring shared use of kitchen for preparation. Seperate SignUp rosters already prepared.</p> <p>A HH platter to be offered at Food Stall for children who may not have money to make a purchase.</p> <p><u>Graduation Morning Tea:</u></p> <p>Year 5 families to donate and serve goods for Year 6 graduation - not a P&amp;C fundraising event</p>
6	Chapathon Food Stall - Not a P&C event	Year 6 Fundraising (for End of School Disco & School Gift) - not a P&C event	<p>Funds raised are not received by the P&amp;C</p> <p>Events organised and run by Year 6 volunteers</p>



## Subiaco Primary School Parents and Citizens Association

<b>Report:</b>	P&C Calendar Planning
<b>Author/s</b>	Tamara Brestovac

### P&C Proposed Calendar 2024

#### Meetings and Events Calendar 2024 - DRAFT

##### TERM 1

Week	Date(Day)	Event
<b>January</b>		
1	31 (Wed)	Start of Term 1
<b>February</b>		
3	18 (Sun)	Sundowner
5	26 (Mon)	P&C Annual General Meeting
<b>March</b>		
6	04 (Mon)	Public Holiday - Labour Day
6	7 (Thu)	Swimming Carnival Food Stall
7	24 (Sun)	Colour Run
9	25 (Mon)	P&C General Meeting
9	28 (Thu)	End of Term 1

##### TERM 2

Week	Date(Day)	Event
<b>April</b>		
1	15 (Mon)	Start of Term 2
	25 (Thu)	Public Holiday – Anzac Day
<b>May</b>		
3	05 (Sat)	Mother's Day afternoon tea
4	06 (Mon)	P&C General Meeting
<b>June</b>		
	03 (Mon)	Public Holiday – Western Australia Day
9	10 (Mon)	P&C General Meeting
10	22 (Sat)	Parents Night Art Auction
11	28 (Fri)	End of Term 2

##### TERM 3

Week	Date(Day)	Event
<b>July</b>		
1	16 (Tues)	Start of Term 3
<b>August</b>		
4	05 (Mon)	P&C General Meeting
6	23 (Fri)	Athletics Carnival Food Stall
7	30 (Fri)	Father's Day Breakfast
<b>September</b>		
9	09 (Mon)	P&C General Meeting
10	20 (Fri)	End of Term 3

##### TERM 4

Week	Date(Day)	Event
<b>October</b>		
1	8 (Tues)	Start of Term 4
<b>November</b>		
4	04 (Mon)	P&C General Meeting
6	29 (Fri)	Pool Opens – Splash Party
<b>December</b>		
9	09 (Mon)	P&C General Meeting
9	13 (Fri)	End of Term 4



## Subiaco Primary School Parents and Citizens Association

<b>Committee:</b>	Playgrounds
<b>Author/s</b>	Tamara Brestovac

### Update

#### Overview:

- Experienced some difficulty in arranging timely meetings with suppliers as most are busy gearing for the summer holiday commencement of construction work on School grounds.

#### Pre-Primary Equipment Replacement:

- Pre-Primary Replacement Equipment RFQ in Progress
- Issued brief to two suppliers – Playmaster and Adventure Plus
- Completed site briefing with Playmaster.
- Adventure Plus advised they are unable to provide equipment and complete site works required within budget.
- We expect Playmaster proposal submission over the next two weeks

#### Community Survey:

- First School Community Survey closed on Fri 17<sup>th</sup> of November with approx. 83 responses.
- Draft feedback is shown in Attachment 1 – Playground Survey Results.
- We are working though compiling similar data output from teacher feedback – summary to follow.

#### Senior Playgrounds:

- Proposed issue of RFQ is on the 29<sup>th</sup> of November.
- 2/3 Supplier site meetings booked for the first week of December 2023.
- We expect supplier proposal submissions after 13<sup>th</sup> of December 2023.



## Subiaco Primary School Parents and Citizens Association

<b>Committee:</b>	Pool Report
Peter Schwarzbach	Peter Schwarzbach

### Update

#### **Council Funding:**

- Funding is still under review and sitting with the department of education legal department. Awaiting the DOE advice.
- City of Subiaco has advised the \$7,500 previously approved is still available in the city budget for the P&C
- Investigating alternative means to receive funding from the COS, however, there are limitations and restrictions due to governance guidelines

#### **Family Passes:**

- Previously, the P&C provided free passes to other local schools as part of a requirement associated with COS funding
- Since funding is under review, free family passes have not been provided so far

#### **2023 / 2024 Season Pass Sales:**

- Ticket sales have commenced both online and in person (uniform shop). In person sales at the Uniform shop advertised as available from 25<sup>th</sup> November to help alleviate traffic in the uniform shop
- Sales desk on the 10<sup>th</sup> Nov outside the school library was successful. Proposed sales on the 17<sup>th</sup> Nov moved to 22<sup>nd</sup> Nov
- ~33 season membership sales to date via online and in person
- 1 x 10 pass
- Tickets will be available for purchase at Splash Down Party on 24<sup>th</sup>
- 14 pool parties booked, 13 paid for.
- Volunteer help requested for pool party setup

#### **General:**

- Lifeguard induction occurred on Friday 17<sup>th</sup> Nov
- New pool blankets installed on 1<sup>st</sup> November
- Investigating cleaner options for toilets during Christmas break



## Subiaco Primary School Parents and Citizens Association

<b>Committee:</b>	Uniform Shop
<b>Author/s</b>	Jo Wilkie

### Update

#### Overview:

- Stocktake completed. Inventory on hand will last until Term 3, 2024
- Pool sales on Fri 10th good (14 passes sold), next table sale Fri 17<sup>th</sup>
- No feedback on price increases.

#### For discussion:

- Shopify POS Lite integration, to accurately track inventory/sales.
- Cost: \$42pm (annual) plus scanner and receipt printer (\$908)

### Message from Shan

*As the school year draws to a close, I would like to extend my gratitude to the P&C Committee Members and Principal Harris, for the support I have received over 2023.*

*The Uniform Shop has encountered no problems this year, has been running smoothly and is fully stocked and organised for a busy Term 4 and the hectic start of trading in late January 2024 and continues through Term 1.*

*A huge THANK YOU to our Treasurer Kanchana for his constant support with all financial issues. Any request or question I asked was dealt with quickly and in a professional, friendly manner.*

*Assistance from Jo Wilkie and her Mum, Bev, helping in the Uniform Shop has been much appreciated. On busy days I am very happy to have an "extra pair of hands" and Bev has been a regular Thursday morning volunteer.*

*Once more I have the competent assistance of 3 former students who love working in the Shop in their holidays.*

*I would appreciate an extra helper in the first 2 weeks of Term 1 as there is usually many new students enrolled. Please let me know if you have a spare hour during that time!*

*My heartfelt THANK YOU to Principal Melinda and her staff. The support I receive is greatly appreciated. I look forward to continuing my role as Uniform Shop Coordinator in 2024. It truly is a pleasure to assist all the new and existing families and their children, from all corners of the world.*

*May your Christmas be joyful, and the New Year be filled with happiness and great health.*

*Shan Carberry, Uniform Shop Coordinator.*





## Subiaco Primary School Parents and Citizens Association

<b>Committee:</b>	CLP
<b>Author/s</b>	Catie Parsons

### Draft CLP Communications Plan – Term 1, 2024

#### CLP Communications Plan – Term 1, 2024

##### Aims:

1. Early engagement with parents to seek volunteers for CLP role in each class
  2. Assist CLPs in their role by streamlining process for compiling class contact lists
- Aligns with the Department of Education and the Subiaco Primary School's Communication Policy and CLP guidelines
- Schools do not use students surnames on any outward facing docs

Week	Date	Action
1	Wed 31 Jan	School begins <ul style="list-style-type: none"> <li>• QR code available at each classroom with link to opt-in form for class contact list</li> <li>• Would need to list a disclaimer that this list is not associated with the school in any way</li> <li>• Would need to include that privacy is protected – who has access to the personal information etc as aligned to the Freedom of Information Act 1992 (WA)</li> <li>• Schools do not use students surnames on any outward facing docs</li> <li>• How will you prevent strangers- outside of school hours</li> <li>• Clicking on the QR code- accessing student or families names</li> </ul>
	Fri 2 Feb	Newsletter #1 <ul style="list-style-type: none"> <li>• Notice outlining CLP role and seeking volunteers to nominate to class teacher- School CLP Policy</li> <li>• QR code with link to opt-in form for class contact list</li> </ul>
		The first weeks of school is very busy for school office staff – whilst they are always happy to help – P&C admin is not part of their JDF – they will need a reasonable lead in time. School communications officer to compile list of CLP volunteers, as forwarded by teachers
2	Mon 5 Feb	Compass message <ul style="list-style-type: none"> <li>• Notice outlining CLP role and seeking volunteers to nominate to class teacher</li> <li>• QR code with link to opt-in form for class contact list</li> </ul>

2-3	TBC	<p>CLP sessions are scheduled, run and communicated to the CLPS by the school (mostly each term).</p> <p>At this session, the CLPS meet the admin team and discuss the CLP policy and expectations about the role from a school perspective – teachers also present at this session</p> <p>The agenda is set by the school and the CLP coordinator is invited to address the CLPS at this session –</p> <p>Parent information sessions:</p> <ul style="list-style-type: none"> <li>Teachers to request volunteers for CLP role</li> <li>Teachers to promote QR code for opt-in to class – this would be up to the individual teachers contact list (printed or on Powerpoint slides?)</li> </ul>
3	Fri 16 Feb 3 day gap between comms in a large school will dilute traction	<p>Newsletter #2</p> <ul style="list-style-type: none"> <li>Notice as per newsletter #1, updated with list of classes still seeking volunteers</li> </ul>
4	Mon 19 Feb	<p>Compass messages</p> <ul style="list-style-type: none"> <li>Targeted to classes still seeking volunteers (to be issued by teachers, for better engagement from class groups)</li> </ul>
5	Mon 26 Feb	<p>CLP coordinator to issue intro comms to CLP volunteers</p> <ul style="list-style-type: none"> <li>This is done by the school at the CLP Term 1 session</li> <li>Forward CLP School Policy role statement document, communication guidelines for parents and allocated fundraising event for each year group</li> <li>Forward suggested text of introductory message to their class, to be sent as Compass message via class teachers, including final invitation to opt-in to class contact list</li> </ul>
	Fri 1 Mar	<p>Newsletter #3</p> <ul style="list-style-type: none"> <li>Notice as per newsletter #2 (if required)</li> </ul>
6	Mon 4 Mar	Public holiday
7	Mon 11 Mar	CLP morning tea/event?
8	Mon 18 Mar	<p>Distribute class contact list to CLPs</p> <ul style="list-style-type: none"> <li>Filter contact details by class from Microsoft form</li> <li>Forward to CLPs with agreed wording for distribution</li> <li>Delete data collected and disable form</li> <li>CLPs to circulate with agreed wording</li> </ul>
9	Mon 25 Mar	
	Thu 28 Mar	Last day of term 1

**Follow up:**

- Which officer in school admin will coordinate CLP list/contacts?
  - This was Nicky Hall in 2023
- P&C fundraising events schedule – which events are scheduled in Term 1 that will require parent volunteers (sundowner? colour run?)
- Arrange suitable date for CLP morning tea/event with school

**Template Microsoft form – “Sign up to your class contact list”**

Please complete this form if you would like your details to be added to the parent / carer contact list which will be circulated amongst your child's class.

If you have more than one child at Subiaco Primary School, please complete a separate entry for each child.



The school takes no responsibility for these lists, and inclusion is completely voluntary. Lists may be used by parents / carers to arrange private gatherings unconnected to the school. They are not to be used for commercial purposes or shared outside the parents / carers on the list.

Subiaco Primary School P&C will only share your information with the nominated Class Liaison Parent in your class, for the purpose of compiling the class contact list. The P&C will delete your information once it has been provided to your Class Liaison Parent.

- Which class is your child in? (select from drop down)
- Please enter your child's name (required field)
- Parent 1 contact details:
  - Name (required field)
  - Phone number (optional)
  - Email (optional)
- Parent 2 contact details (optional)
  - Name
  - Phone number
  - Email

#### **Suggested wording for CLP Compass message to be issued via class teacher (Week 5)**

Welcome to [class name]!

I am the Class Liaison Parent for [class name] this year.

My role as CLP is to liaise with our teacher, [name], parents and carers to:

- Welcome new families and help them transition to our school
- Communicate with you regarding attending and volunteering at P&C events
- Organise social functions
- Collate and maintain a voluntary parent / carer contact list for each class
- Organise an end-of-year gift for the class teacher.

If you are new to the school this year, please feel free to reach out and let me know.

#### **Parent / carer contact lists**

This year, the P&C has created an online sign up form for class contact lists at [link]. If you would like your details to be added to this list, please sign up by [date]. The P&C will then share your information with me for the purpose of compiling the contact list, which I will circulate to families who have opted to be on the list.

#### **Communication**

In relation to P&C events, I will primarily communicate with you via Compass.

[Optional] We have also set up a class WhatsApp group for more informal get-togethers and communications. If you would like to join this, please let me know and I can add you to the group.

Please note:

- These forums are not endorsed or moderated by the school.
- These forums are designed for parents / carers to engage socially. They are not for commentary on school-related matters. If you have any questions or concerns regarding school policies or operations, please contact the school directly.
- Please do not use these forums for commercial purposes.

#### **Suggested wording for CLPs when circulating final class contact list (Week 8)**

Dear [class name] families,

Please see attached the [class name] parent / carer contact list.

Please note:

- Class contact lists are created and maintained by the P&C and class liaison parents. The school takes no responsibility for this information.
- If your details need to be updated, or you wish to be removed from the list, please advise your me (I am not advised of any changes you may provide to the school).
- The lists may be used by parents/carers to arrange private gatherings unconnected to the school.
- Please adhere to Subiaco Primary School's [Communication Guidelines for Parents](#)
- Please avoid forwarding chains, jokes, photos or general messages.
- The lists are not to be used for commercial purposes or shared outside of the parents / carers on the list.



## Subiaco Primary School Parents and Citizens Association

<b>Committee:</b>	Healthy Hub
<b>Author/s</b>	Rachel Feldhusen and Anne Finch

### Update

<b>Vision:</b>	To help develop, maintain, and communicate healthy lifestyles among the school community, with a particular focus on a healthy approach to eating within the school and community life.
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In 2023 Healthy Hub will continue to promote and encourage good health by promoting the Crunch & Sip and SunSmart programs throughout the school. Communication will be maintained with school staff members and students regarding the importance of good nutrition through sub-assemblies .



#### What we did in Term 4

- **Sub-Assembly Presentations:**
- Curtin University Masters of Dietetics students Walter and Rachel liaised with the school to organise their sub-assembly Healthy Hub presentations. Walter spoke to the Junior school about "Eating a rainbow", and Rachel presented to the Upper school on "Weird and wacky fruit and vegetable science". The SPS students were a wonderful audience and gave great feedback to our student dietitians.
- Provided Crunch & Sip tiles for all school newsletters
- Completed migration to Microsoft of all archival documents
- Investigate and register for Healthy Schools Programme Grants in preparation for submissions February 2024

#### What we're planning for Term 1 2024

- Assist Sustainability Committee with Friday Feeds at the school pool Friday evenings and showcase healthy eating options such as vegetarian noodles or BBQ corn with toppings..
- Provide healthy F&V platters and dips for Sundowner.
- Provide SunSmart Cancer Council sunscreen coloured zinc station and UV meter for Colour Run event.
- Newsletter updates to be ongoing:  
Providing articles promoting fruit and vegetables and the Crunch&Sip program for inclusion in every newsletter
- Investigate avenues for provision of healthier food at school and community events
  - Development of 'healthier fundraising' resource
  - Investigation of policy avenues