



Subiaco Primary School P&C
2021 Annual General Meeting – Agenda
Monday 8th March 2021, 7pm, School Library

Agenda Item	Representative
1. Welcome	Tim Braslin
2. Confirm minutes from last meeting	Tim Braslin
General Meeting held 9 Nov 2020 (attachment 1)	
3. Disclosure of Interests	Tim Braslin
4. Officeholder Updates	
President's Update	Tim Braslin
Principal's Update	Carolyn Press
Vice President's Update	Maryiam Dawkins
Treasurer's Update (attachment 2)	Kate James
2021 Proposed Budget	
2021 Proposed Funding Round Allocation	
Appointment of Auditor	
5. Committee Updates	
Events & Fundraising	Narissa Perks
Healthy Hub	Lesley Stedman
Pool Committee (attachment 3)	Caro Bell
Uniform Shop	Maryiam Dawkins
CLP Update	Kezia George
6. Elections and Nominations	
Appointment of Returning Officer – all positions spilled	
Election of Executive	
<ul style="list-style-type: none"> • President • Vice President • Treasurer • Secretary 	
Nomination of Committee Leads	
<ul style="list-style-type: none"> • Events & Fundraising • Healthy Hub • Pool Committee • CLP • Building Fund Committee 	
7. 2021 Meeting dates	
Monday, week 5 of each term	
8. Other Business	
Financial Motion For Discussion - yearly/annual ongoing items eg. Parent Fine Motor Skills workshop, school TV subscription, before school coaching (Elena Term 1), payment for Opportunity Fund students.	Carolyn Press
Financial Motion For Discussion - Wheel Chair Basketball submission from Ash Clancy for \$15000 (attachment 4)	Carolyn Press



Financial Motion For Discussion - Noongar Language songs workshop & Incursion with Gina Williams and Guy Ghouse for \$3 300 http://www.ginawilliams.com.au/workshops.html	Carolyn Press
Financial Motion For Discussion - https://thefatheringproject.org/dads/dads-groups-faqs/ \$1,000	Andrew Devitt



Subiaco Primary School P&C Minutes of General Meeting 9 November 2020

Meeting Held: School Library

Minutes taken by: Caroline Bell

Meeting Opened: 7pm

Attendees: Carolyn Press (Principal), Tim Braslin (President), Maryiam Dawkins (Vice President), Narissa Perks (Events & Fundraising Rep), Lesley Stedman (Healthy Hub Rep), Kez George (CLP Rep) Neil Canby (Building Fund), Chloe Senior (Building Fund), Gemma Upson (WACSSO representative), Caro Bell (Pool Committee Rep), Anne Fairbanks (State Councillor, WACSSO)

Apologies: Tegan Flynn (Secretary), Kate James (Treasurer), Sarah Walker (Uniform Shop Manager)

1. Welcome

Tim Braslin opened the meeting at 7:00pm and welcomed all attendees.

2. Apologies

Apologies noted from Tegan Flynn (Secretary), Kate James (Treasurer) and Sarah Walker (Uniform Shop Manager).

3. Confirm previous meeting minutes

3.1 Carolyn raised a correction required in the minutes of meeting held 17 August 2020. The title of the minutes refer to 17 June instead of 17 August.

3.2 Carolyn stated that she wanted to clarify her comments at the 17 August 2020 meeting regarding the P&C's publication of a link to the DevelopmentWA survey on the Subiaco East redevelopment. Carolyn thought that the proposal related to Stage 2 building works at Bob Hawke College, not the Subiaco East redevelopment plans.

3.2.1 Carolyn stated:

- (a) There were plenty of opportunities for parents and citizens to have their say regarding Subiaco East and its impact on Bob Hawke College's playing field, Subiaco Oval as it was notified via DevelopmentWA's website, the Post Newspaper, social media and advertising.
 - (b) She understands that parents want to voice their concerns but there was sufficient opportunity to do so.
 - (c) School administration does not believe in communication with parents about non-Subiaco Primary School matters via school channels.
 - (d) The P&C Constitution does not support communications of this nature because it is not about Subiaco Primary School or fostering community interest in educational matters.
 - (e) She spoke to Bob Hawke College's Principal who advised that they had not commented on the Subiaco East redevelopment plans.
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- 3.2.2 Neil stated that the communication sent to parents was deliberately worded so as not to be political in nature or attempting to influence parent responses.
- 3.2.3 Tim stated that while the communication itself did not lean one way or another, he spoke to WACSSO who advised that raising awareness of buildings planned around a related school's oval and its impact on the community fell within the P&C's Constitution.
- 3.2.4 Caro advised that another P&C distributed WACSSO advice that it was appropriate and consistent with the Constitution to notify parents of the redevelopment plans.
- 3.2.5 Carolyn said that the School did not support communication on such matters to parents via school channels.
- 3.3 Carolyn referred to the statement in the meeting minutes held on 17 August 2020 on the Building Fund 'P&C could take on major projects with funds raised through the year'. She clarified that in the past, the Building Fund sought to raise funds at the end of the financial year only, not throughout the year.
- 3.4 Motion moved to approve meeting minutes for the General Meeting held 17 August 2020.
RESOLUTION: Motion moved by Neil and seconded by Maryiam.
- 3.5 Motion moved to approve meeting minutes for the Executive Meeting held on 19 October 2020.
RESOLUTION: Motion moved by Carolyn and seconded by Kez.
- 4. Disclosure of Interest**
No disclosures of Interest were notified.
- 5. Business arising from previous minutes**
- 5.1 Cultural Event Calendar
Carolyn reported that the Board supported the Cultural Event Calendar. Trish Bebek will collate data from the school community. Carolyn will ensure cultural entries are a standing item in the School Newsletters. Compass Calendar will show what is on each month.
- 5.2 Audited financial accounts
ACTION: Kate to send Tegan audited, signed financials for lodging with WACSSO.
- 5.3 Sarah Walker, Uniform Shop Coordinator has prepared a proposed 2021 pricelist.
ACTION: Maryiam to table price list at next Executive Meeting.
- 5.4 Maryiam indicated that Sarah has been looking at different suppliers of leggings/girls' winter pants. She has located a potential supplier who can provide pants comparable in quality to the current item in stock. They will be a custom item.



6. Office Holder Updates

6.1 President

- 6.1.1 Several P&C events are coming up which is exciting.
 - 6.1.2 Everyone has been working very hard and volunteering a considerable amount of time.
 - 6.1.3 Funding round went very well.
- Full report available on school website under 9 November 2020 Reports to P&C.

6.2 Principal

- 6.2.1 Volunteers are priceless.
- 6.2.2 New business plan has been distributed to families.
- 6.2.3 Annexure entitled 'Structures that support and enhance Subiaco Primary School 2020' needs to be amended to include Gemma Upson as WACSSO Representative.
- 6.2.4 Subiaco Primary School was recently subject to an external public school review and received an exemplary rating in 6 areas with only 1 recommendation. P&C was identified in the report and given a commendation. The report celebrates the success of the school. Carolyn gives thanks to everyone.

Full report is available on the school website under 9 November 2020 Reports to P&C.

6.3 Vice President

- 6.3.1 Uniform Shop has been going great. It has been busy and worthwhile being open two days a week (Tues & Thurs) as offers flexibility to parents and no inconvenience to Sarah as she is working anyway.
- 6.3.2 Entertainment Book will be available as a purchase online shortly. The customer activates it when they like so very convenient. It will be good to offer for sale prior to the school holidays.

6.4 Treasurer

No update

6.5 WA Council of State School Organisations Inc (WACCSO) representative

- 6.5.1 Anne was welcomed and introduced to the meeting by Tim. Anne is a State Councillor at WACSSO, a voluntary role. Anne advised:
- WACSSO is an advisory body, but not govern.
- (b) It provides the P&C Constitution, public liability insurance and access to training.
 - (c) It also provides resources and a P&C Handbook which is published each year.
 - (d) It holds an annual conference at Crown but this year it was held online.
 - (e) WACSSO staff are available 5 days a week to provide advice and answer questions.
 - (f) WACSSO welcomes the opportunity to showcase what your P&C is doing so please send in photos of events and activities.

7. Committee Updates

7.1 Events & Fundraising

- 7.1.1 The upcoming Quiz Night has sold out.
- 7.1.2 Book Fair started this week.
- 7.1.3 Movie Night is on 21 November and tickets started being sold this week. Narissa will seek approval from the City of Subiaco for 650 persons to attend the event.
- 7.1.4 Spare Parts Puppet Theatre tickets for Friday 20 November are still available with \$20 being paid to the P&C for each ticket sold.
- 7.1.5 Tea towels have been very successful with a second run of kindy tea towels ordered. Art cards are also selling well.
- 7.1.6 Narissa will speak at the upcoming Kindy information evening.

7.2 Healthy Hub

- 7.2.1 Athletics Carnival pizza stall was very popular. It will be run again at the Swimming Carnival in December.
- 7.2.2 Four new parents are joining the Healthy Hub.

7.3 Pool

- 7.3.1 Pool is scheduled to open next week for Year 6 water polo classes.
- 7.3.2 Approximately 300 canvas pool bags have been located at back of the pool storage area. As they are unsellable as no demand, we will include them with membership next year and increase the price by \$5.
- 7.3.3 Splash Party will be held to mark the official opening of the pool on Friday 27 November. Requests for advice on dietary requirements re sausage sizzle to be requested via Compass.

Full report is available on the school website under 9 November 2020 Reports to P&C.



7.4 Uniform Shop

- 7.4.1 Purchasing Policy has been finalised.
- 7.4.2 Uniform shop has received feedback/complaints regarding the boys' tracksuit pants. Alternatives have been investigated and recommendations will be made to the Board in due course.
- 7.4.3 Orders for 2021 have started arriving. Covid-19 has not impacted on delivery.

Motion moved to approve Uniform Shop Purchasing Policy.

RESOLUTION: *Motion moved by Narissa and seconded by Kez.*

7.5 CLP Representative

- 7.5.1 Successful meeting with CLPs at the end of Term 3 to discuss ideas regarding how the school and CLPs can work together.
- 7.5.2 Manual creation of CLP lists extremely time consuming.

Action: *Carolyn to investigate Shenton College approach whereby school shares parent information on enrolment form with P&C*

7.6 Building Fund

- 7.6.1 Working on campaign to raise funds for the new undercover area titled 'Undercover Heroes' with slogan 'Ball is in your court'.
- 7.6.2 Target to raise \$30,000 to be approached by way of stall at Farmers' Market during last 4 weeks of the year, reach out to the community and end of year disco (which will only proceed if volunteers can be found).

7.7 P&C Funding Round

Motion moved to accept the 2020 P&C Funding Round

RESOLUTION: *Motion moved by Neil and seconded by Maryiam.*

Meeting Closed: 8:30pm



Treasurer Report

Term 1 2021

Author: Kate James

Calendar Year 2021

12 months ended 31 December 2020 vs Budget

Overall Result	2020 Actual	2020 Budget	Variance
Total Income	\$249,625	\$236,400	\$13,225
Total Expenses	\$153,361	\$162,133	\$(8,772)
Net Surplus (before funding requests)	\$96,264	\$74,267	\$21,997
Funding Requests Paid	\$86,832	\$40,000	\$46,832
Remaining Surplus / (Deficit)	\$9,432	\$34,267	\$(24,835)

12 months ended 31 December 2020 vs 12 months ended 31 December 2019

Net Result	2020 Actual	2019 Actual	Variance
Membership Contributions	\$66,528	\$69,626	\$(3,098)
Uniform Shop	\$14,653	\$26,416	\$4,677
Fundraising	\$28,942	\$29,255	\$(313)
Pool	\$(7,251)	\$(19,276)	\$(4,415)
Funding Request	\$(86,832)	\$(51,381)	\$(35,451)
Other	\$(6,608)	\$(13,764)	\$7,156
Total Net Surplus / (Deficit)	\$9,432	\$40,876	\$(31,444)

Summary

- Total Net Surplus: \$9,432 – mainly due to \$34,000 of 2019 Funding Requests processed in 2020.
- Member Contributions: \$66,528 – a good steady result.
- Uniform Shop Surplus \$14,653 (includes Coordinator Wages \$8,121).
- Pool Deficit: \$7,251 – Includes \$12,663 of 2019 RSLs costs.

Bank Balances as at 27 February 2021

Cheque Account: \$30,377
Online Saver: \$93,751



Treasurer Report

Term 1 2021

Budget 2021 (Draft – Subject to change)

Net Income	2021 Budget
Fundraising	\$23,350
Interest	\$150
Membership Contributions	\$66,000
Uniform Shop	\$9,426
Pool	\$500
Expenses	
Funding Request	tbd
Other	\$(25,900)
Surplus/(Deficit)	tbd

Detailed budget to be provided.

Subiaco Primary School P&C

Profit and Loss

January - December 2020

	TOTAL
Income	
Interest Received	110.43
Memberships & Contributions	66,528.00
Net Donations	0.00
Other Fundraising Activities	
Book Fair	0.00
Cake Stall Athletics Carnival	3,655.94
Cake Stall Swimming Carnival	1,377.20
Entertainment Book Sales	361.28
Movie Night	5,203.00
Parents Night Out	16,123.41
School Banking Commission	429.00
Sundowner	1,466.65
Tea Towels	5,368.08
Total Other Fundraising Activities	33,984.56
Pool Income	
10 Visit Pass	3,070.00
After School Care	1,600.00
Grants	7,500.00
Other Pool Income	44.00
Parties	1,320.00
Season Pass	24,900.00
Total Pool Income	38,434.00
Uncategorised Income	10,000.00
Uniform Shop	
Uniform Sales	100,568.45
Total Uniform Shop	100,568.45
Total Income	A\$249,625.44
Cost of Sales	
Uniform Shop Purchases	76,681.46
Total Cost of Sales	A\$76,681.46
GROSS PROFIT	A\$172,943.98
Expenses	
Administration	
Affiliation Fees	854.57
Auditing	1,925.00
General Expenses	91.00
Merchant Fees	1,574.62
Paypal Commission	643.28
Subscriptions	957.66
Total Administration	6,046.13
Funding Requests	86,831.84
Healthy Eating Program	380.74
Leavers' Yearbook	3,031.50

Subiaco Primary School P&C

Profit and Loss

January - December 2020

	TOTAL
Movie Night	860.00
Opportunity Fund	4,849.30
Parents Night Out	3,202.86
Pool Expenses	
Equipment	352.85
Insurance	4,521.00
Key Tags	242.00
Maintenance	67.94
Other Pool Expenses	365.95
Pool Ops (In season)	37,778.01
Pool Ops (out of season)	2,357.74
Total Pool Expenses	45,685.49
Reconciliation Discrepancies	716.78
Sports Coaching	1,612.27
Sundowner	979.79
Uncategorised Expense	36.34
Uniform Shop Expense	
Superannuation Expense	365.53
Uniform Shop Coordinator Contract fees	7,755.20
Uniform Shop Improvements	782.99
Workers Comp Insurance	330.00
Total Uniform Shop Expense	9,233.72
Total Expenses	A\$163,466.76
Other Expenses	
Other Expense	45.06
Total Other Expenses	A\$45.06
NET EARNINGS	A\$9,432.16

Subiaco Primary School P&C

Balance Sheet

As of December 31, 2020

	TOTAL
Assets	
Current Assets	
Accounts receivable	
Accounts Receivable	36,603.49
Total Accounts receivable	A\$36,603.49
ANZ Cheque Account	84,944.54
Pool Upgrade Sinking Fund	7,167.00
Total ANZ Cheque Account	92,111.54
Building Fund Clearing Account	0.00
Online Saver Account	93,744.12
Paypal	0.00
Prepaid Visa Card	0.00
Cash on Hand - Float in Safe	500.00
Prepayments	0.00
School Leavers Shirts Clearing	0.00
Undeposited Funds	0.00
Total Current Assets	A\$222,959.15
Long-term assets	
Machinery and equipment	0.00
Bonds Held by Others	0.00
General Clearing Account	0.00
Total long-term assets	0.00
Total Assets	A\$222,959.15
Liabilities and shareholder's equity	
Current liabilities:	
Accounts payable	
Accounts Payable	49,439.99
Total Accounts payable	A\$49,439.99
PAYG Liability	0.00
Payment	0.00
Pool Key Depsits Held	0.00
Superannuation Liability	365.53
Total current liabilities	A\$49,805.52
Shareholders' equity:	
Net Income	9,432.16
Opening Bal Equity	76,643.20
Retained Earnings	87,078.27
Total shareholders' equity	A\$173,153.63
Total liabilities and equity	A\$222,959.15



Subiaco Primary School Parents and Citizens Association

Annual General Meeting Pool Committee Report Term 1 2021 – 8 March 2021

Author:

Caroline Bell

1. Overview

It has been a hot summer and as a result, the Subiaco Primary School Community Pool has been a very popular place to keep cool. The pool and surrounds are a beautiful place to be when temperatures are soaring.

It has been a pleasure to see so many families and community members enjoy this facility over the 2020/21 season. Attendees have come from far and wide, not just within Subiaco. Pool parties have been held by families from a number of other schools (West Leederville Primary School, Christ Church Grammar School and Methodist Ladies College) as well as organisations such as Subiaco Cub Scouts and Subiaco Children's Centre.

I am very grateful to Royal Life Saving Society Western Australia Inc, volunteer parents, Subiaco Primary School's administration team, Poolwerx and all our members for supporting it.

2. Pool Season

The pool season opened on Friday 27 November 2020 and is scheduled to close on Sunday 14 March 2021.

3. Pool activity

It has been an extremely busy summer. We sold 154 season passes and 72 ten-visit passes.

There were 13 private pool parties as well as school swimming lessons, grading races, fun days and swimming carnivals organised by the school.

We had only one technical fault which resulted in the closure of the pool (1 day) which is very pleasing given the age of the pool and leaf debris issues. It was caused by an overdose of chlorine arising from a programming error.

4. Funding and costs

We were extremely fortunate to receive a significant increase in our funding from the City of Subiaco from \$5000 to \$7,500. This allowed us to invest in the larger robotic cleaner to replace the earlier model which broke down in January and was at end of life (see further details below). We are currently investigating other works to reduce leaf litter entering the pump.

We have also sought to reduce operating costs this season by having parent volunteers attend the pool twice a week to conduct testing and maintenance instead of Royal Lifesaving. This has worked very well and we would like to continue the arrangement in the 2021/22 season.

5. Pool Support

We have had an active group of parents regularly attending the pool for technical care and garden maintenance.

I want to formally thank and recognise the important contribution that Matt Murray has made to the pool this season and throughout 2020. He has spent a considerable amount of time managing technical matters and keeping the garden and lawns looking great.

Lindsay Dodd has also been a fantastic support, attending the pool on a weekly basis to assist with water testing and general maintenance.

In addition, I wish to thank Narissa Perks, Alison Visser, Aileen Chambers and Cait Tonkin for their ongoing support and attendance at busy bees as well as Allison Swan and Diane Green from SPS for their operational assistance.

We are very grateful to Royal Lifesaving, in particular Ali Harding, Warren Goodwin and the wonderful lifeguards for their ongoing work. We are very fortunate to have such a dedicated, caring, knowledgeable and fun team supporting our pool. Their contribution is invaluable.

6. Pool vacuum

In January, the motor of the robotic pool cleaner failed. We replaced it with a Dolphin Wave 100 robotic pool cleaner (same as the breakdown model but with larger capacity and running time). This cleaner was recommended by a number of suppliers as well as Royal Lifesaving. It has been operating very efficiently since we purchased it and we are extremely happy with the resulting water quality and debris collection.

23 February 2021

Dear Carolyn and the Subiaco P&C

Re: Funding for wheelchair basketball incursion.

Our school has the opportunity to provide an incursion for students to play wheelchair basketball. 'Rebound WA' will come to SPS with 20-24 chairs to run the basketball sessions. As part of the incursion, two guest speakers will also be attending all sessions.

This incursion will give students an understanding of the challenges of playing a sport with a disability, it will highlight the importance of inclusivity and empathy, and it will be a lot of fun.

It will also provide Cayden Pearce (a Yr 6 student who uses a wheelchair) an opportunity to play his favourite sport, basketball, alongside his peers. It would bring him much joy, as I'm sure it would to his fellow students.

The cost to run the 6 x 1 Hour sessions for 171 students is \$1500. We would like all students in Yr 5 & 6 to participate and would be grateful for any contribution from the Subiaco P&C.

Kind regards,

*Ashley Clancy & Brendan Egan
Physical Education Department
Subiaco Primary School*