



## P&C AGM MINUTES

Bull Creek Primary School Parents and Citizens Association

*16 March 2021 at 7.00pm in the School Library*

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### In Attendance

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Aanandini Ganesalignam (AG), Cecilia Kevan (CK), Chris Hodson (CH), Christine Tracey (CT), Claire Rogers (CR), Erin Curnow (EC), Hari Kirupanantler (HK), Ivonne Whitehouse (IV), Janelle Osenton (JO), Jasmin Smith (JS), Jess Thomas (JT), Judy Zuideveld (JZ), Julie McCarthy (JM), Martin Lau (ML), Michelle Cronin (MC), Netti Wong (NW), Nicky Stott (NS), Olivia West (OW), Rachel King (RK), Sara DiCandilo (SD), Sharon Marchenko (SM), Tracey Owen (TO), Vyanne Lau (VL), Wendy Angelatos (WA)

Apologies: Amanda Green (AG), Colin Krause (CK), Helen Britza (HB), Jodie Gavranich (JG), Kylie Aitken (KA)

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### Approval of Minutes

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Previous minutes approved. Motioned by TO, seconded by CK

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### President's Report

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Thank you to the group of volunteers that arranged the successful Election Day Cake Stall and Sausage Sizzle.

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### Treasurers' Report

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See attached report.

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### Committee Reports

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### **BOOK CLUB**

Orders to close on Thursdays now, as closing on Friday means Bull Creek is one of the last orders to be processed and ends up with more back orders (CR).

## CANTEEN

Canteen has been very busy, including one of the busiest Fridays ever last week. Thanks to all the volunteers that have been helping. KA will give a more detailed report at the next meeting (CK).

## UNIFORM SHOP

Uniform shop has continued to be busy. NS & CK did a clear out of old stock. New faction shirts have been ordered. They are specially made therefore take 2-3 months for delivery. Gold size 6 & 8 have run out. Faction shirts with the old logo will be supplied if needed until the new deliveries arrive. New jumpers have also been ordered in preparation for the cold weather.

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## Principal's Report

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See attached report.

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## Elections

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**President** – Nicky Stott.

**Vice Presidents** – Cecilia Kevan.

**Treasurer** – Martin Lau

**Secretary** – Janelle Osenton.

**Executive Committee Members:**

1. Chris Hodson.
2. Judy Zuideveld
3. Claire Rogers
4. Hari Kirupathantler
5. Ivonne Whitehouse (Volunteer Coordinator)

**Committees:**

**Canteen** –Kylie Atkin and Cecilia Kevan

**Uniform** – Amanda Green and Cecilia Kevan

**Book Club** – Sameeha Elwan, Claire Rogers, Lauren Hortin and Megan Murray

**Fundraising** –Amanda Green, Chris Hodson, Erin Curnow, Helen Britza, Ivonne Whitehouse, Michelle Cronin and Nicky Stott

**Playground** – Janelle Osenton, Ivonne Whitehouse, Chris Hodson, Hari Kirupanantler and Rachel King

*Note: Nicky Stott, as President, is an ex-officio member of all sub-committees. Please copy her in on all correspondence relating to the committee activities [bcpspandc@outlook.com](mailto:bcpspandc@outlook.com). However she may not attend all meetings.*

NS and ML indicated that they only want to do one term. JO indicated she would be prepared to stand for President next year. IW will stand as Treasurer and work with ML this year to understand more about the role. EC will consider the Secretary role for 2022.

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## Appointments

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1. Appointment of Honorary Auditor: A big thank you to Christine Treacy for being prepared to be honorary auditor for a second year. It was confirmed that while an independent audit is not essential for a P&C our size, it is strongly recommended.  
CH asked SM whether it would be an option for Leeanne Chapelhow to audit the P&C books, or do an exchange with another schools P&C in future years.
2. District Council Representative – JO to find out more about what is involved with this position and provide information at the next meeting
3. Delegates to the WACSSO Conference – NS & JO
4. P&C Representative on the School Board – CH continuing as a member of the School Board and P&C Representative.

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## General business

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1. Draft 5 year plan – document outlines the key issues for the P&C over the coming 5 years, particularly the large expenditure on two playground projects. It has been tabled for further discussion at a Special General Meeting. It is an initial draft therefore other issues and actions can be considered at the next meeting.
2. Draft P&C Calendar – tabled for further consideration by the Fundraising Committee, and sub committees regarding preferred meeting times/dates.
3. Volunteer Recruitment and Retention – see attachment outlining summary of volunteer forms returned via ‘Just One Thing Flyer’ including canteen volunteers. 32 volunteers for various school events and 21 for the canteen roster.  
Class Representatives, The class reps should form a network of parents from within the class via email/ messenger/ WhatsApp/ Facebook or similar and communicate any key activities or information from the school or P&C, including class specific messages. Some people have nominated (see attachment), however more are needed so this will be revisited at the next meeting.  
JO proposed that a volunteer coordinator, IW, could be included in the committee as volunteers are the P&C’s main asset and recruitment/ retention and managing a data base is critical.

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## Business arising from previous minutes

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1. School Banking – TO to get school banking records from the P&C folder in the front office, and contact the bank about cancelling the program.
2. Music Banners – AG has received quotes and requested \$500 for fabric, screen printing and consumables to make the banners - ALL AGREED
3. Playground/Bike Path – Kindy area – Informal meeting conducted last week between JO, IW & JK to discuss scope for playground quotes. Playground Committee now formally created. Further updates to be mentioned as part of the committee updates.
4. Year 1s and 5s Road Safety – JM has booked all year 1, 2, 5 and 6 students into the Constable Care program in Maylands for Term 2 weeks 1, 2 and 3. Year 2 and 6 fully paid for via P&C contribution.

P&C budget currently does not fully cover year 1 & 5. As it was not listed as an additional charge for year 2 & 6 they can not be charged for the training. Discussion regarding whether an additional \$2,600 would be put towards funding year 1 & 5, however it was determined that they were already receiving a significant subsidy, down from the \$30/student proposed in the fees and charges, so the remaining fee paying \$16/ student would stand (*actual charge is \$11.50/ student*).

5. New personalized gazebo/marquee –BE has ordered a 3m x 6m and a 3mx3m marquee, printed on all panels, with wheeled bag.
6. Playground Maintenance Costs (spider web) – JM received a quote from Playmaster \$40,000 (6m) (\$33,000 for 4m) including supply and installation however the proposed equipment does not fit into the existing playground area, therefore an additional ~ \$5,000 would be required to extend the playground. The Playground Committee will seek quotes for equivalent equipment that fits into the existing playground area.
7. Non-contact fundraising ideas – to be discussed by the Fundraising Committee at their next meeting
8. Cyber safety training – TO proposed for Term 3, week 4. All agreed for TO to proceed with a confirmation of date and quote to be provided.
9. Crazy Hair Day – Year 6's coordinated fundraising. It was a positive day and good atmosphere. Money has not yet been counted. CR to follow up. (*ML/VL subsequently counted = \$756.65*)
10. Election Day Cake Stall/BBQ – Thank you to all volunteers. It was a success raising \$1,378, which is good given the reduced voter numbers. 847 voters, compared to 1710 in 2019 and 1414 in 2017, ie half the number of voters. Too many sausages/ buns were ordered. Some were sold in bulk after the event. We've set up a planning sheet for next time with exactly what was ordered and excess to assist with planning next time (JZ).
11. School Website – current website is just a home page while new website is being finalized. Some P&C information was provided by NS & CK. There will be a P&C folder within the website that can be updated with additional content. It should be live within 3 weeks (TO).
12. Running club – NS received feedback that people thought the program was just for good runners. Therefore proposed changing the name to 'Fitness for Fun' or 'Kids Fit Club' to appeal to a wider range of students and better reflect the activities including warm ups, stretches, fun drills and some running. All Agreed.
13. Library funding request – Nola requested \$2,000 for library resources and books. All Agreed.

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## Correspondence

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Correspondence received from WACSSO Canning Districts regarding Parenting in the Digital Age 23 March, to be held at Telethon Kids Institute Perth Childrens Hospital, free event. Agreed to promote it on BCPS P&C FB page.

Correspondence received from Katharina Martin, parent who is a florist, offering to run workshops for kids to make a Mother's Day present, with her supplying materials at cost. To be considered by the Fundraising Committee.

P&C Suggestion box received a number of suggestions. To be discussed further at the 'Special General Meeting'.

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## AOB

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Nil

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#### Next Meeting

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30 March 2021 (Term 1 wk 9) – Special General Meeting – carry over from AGM

4 May 2021 (Term 2 wk 3) - General Meeting

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#### Meeting Closed

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8.27pm

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#### Dates to Remember

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22 March – 1 April Swimming Lessons (Term 1 weeks 8 and 9)

22 March – Fundraising Committee Meeting

29 March – Playground Committee Meeting

7 May – Mothers Day Stall

## Just One Thing Volunteer Registration

Number of volunteers registered under each category from the 'Just One Thing Flyer' 2021

Category	Sub Category	No of Volunteers
Meetings	P&C meeting	7
Books	Book Club	3
Books	Book Fair	4
Event	Planning	5
Event	On the day	12
Fundraising	Raffles	7
Fundraising	Mothers Day	3
Fundraising	Fathers Day	2
Fundraising	Committee	3
Classroom	Assist with incursions/excursions	20
Sports/ Swimming	Assist fundraising	11
	Assist with events	8
Grounds	Working bee	9
Grounds	Special projects	5
<b>Total</b>		<b>32</b>

## Canteen Volunteers

		Min no of ppl required
Monday	9am - 11am	1
	11am- 1pm	1
Wednesday	9am - 11am	1
	11am- 1pm	2
Friday	9am - 11am	2
	11am- 1pm	2
		<b>9</b>
		<b>Ave/week</b>
Weekly		5
Fortnightly		2
Monthly		1
Occasional		1
		<b>9</b>

No of volunteers EOI
3
2
3
3
6
4
<b>21</b>
No of volunteers EOI
5
4
5
7
<b>21</b>

\*6 registered for canteen only, remainder also volunteered for other activities

### Proposed Year Reps

Year Reps		Nominated
w10 Koalas	kindy	Ivonne Whitehouse
w10 Kangas	kindy	
W8	PP/1	Janelle Osenton
W7	PP	Erin Curnow
W4	Yr 2 / 3	Amanda Green
W6	Yr 1 / 2	Saira Shaheen
W5	Yr 1	Ivonne Whitehouse
W2	Yr 3	
W1	Yr 3 / 4	Erin Curnow
W3	Yr 2	Olivia Watling
S5	Yr 5	Jasmin Smith
S6	Yr 4 / 5	
S4	Yr 4	Cecilia Kaven
B4	Yr 5 / 6	
B6	Yr 6	Christine Treacy
B5	Yr 6	Cecilia Kaven

## Bull Creek Primary School P&C Association Treasurer's AGM Report for the year ending 31<sup>st</sup> December 2020

The P&C's accounting year end is the 31<sup>st</sup> of December.

A copy of the financial statements for the year ended 31<sup>st</sup> December 2020 for both the P&C's General and Canteen Accounts are attached for reference. These accounts have not been audited.

### General P&C Account

The P&C's cash balance at 31<sup>st</sup> December 2020 is **\$47,283**. This is an increase of \$3,961 on the balance at 31<sup>st</sup> December 2019.

Before donations, the P&C's operating surplus for 2020 was \$9,629. We transferred \$15,000 from Canteen Account, and donated \$20,668 to Bull Creek PS in 2020, thus increasing the year-end bank balance by \$3,961.

Material items in the P&C's 2020 operating surplus as follows:

- Net revenue from Fundraising \$1,144.81
- Net revenue from Uniforms \$1,341.48
- Revenue from Voluntary Contributions \$9,300.00

The P&C donated **\$20,668** to Bull Creek PS in 2020, which is lower than 2019 (\$25,916). Details of donations over \$500 are as follows:

Item	Month	Amount
Flag poles	March	\$ 2,227.27
Decodable readers	March	\$ 1,500.00
Spelling City	March	\$ 837.50
Shade for K/PP	March	\$ 9,560.00
Trees	September	\$ 806.36
Library	October	\$ 2,000.00
Bike Path	October	\$ 2,175.97

NOTE: the following items remain on the committed funds list as at 31<sup>st</sup> December 2020 and have been previously approved by the P&C Committee:

Nature playground	\$ (472.00)
Plants for outdoor classroom	\$ (600.00)
Swimming caps	\$ (200.00)
Road safety area (including kindy)	\$ (7,824.03)
Mulch (replenish playground & kindy)	\$ (2,000.00)
Compassion funds	\$ (200.00)
Spelling City	\$ (1,000.00)
Constable Care Road Safety	\$ (5,000.00)
Personalised marquee	\$ (5,000.00)



**Bull Creek Primary School P&C Association**  
**Treasurer's AGM Report for the year ending 31<sup>st</sup> December 2020**

**Canteen Account**

The Canteen cash balance at 31<sup>st</sup> December 2020 is **\$21,671**. This is an increase of \$13,148 on the balance at 31<sup>st</sup> December 2019.

Due to the pandemic, the income statement is not a true reflection of the canteen operation and not comparable to figures from past years. We received \$36,652 in government supports (JobKeeper and cash flow boost).

**Appendices**

General P&C:

- Bank Reconciliation for the year ended 31<sup>st</sup> December 2020
- Income Statement for the year ended 31<sup>st</sup> December 2020

Canteen:

- Bank Reconciliation for the year ended 31<sup>st</sup> December 2020
- Income Statement for the year ended 31<sup>st</sup> December 2020

**Bull Creek Primary School - Parents and Citizens Association (General Account)**  
**Bank Reconciliation as at 31st December 2020**

	<b>This Year 2020</b>		<b>Last Year 2019</b>	
Cash Book Balance as at 1st January		\$43,321.97		\$43,321.97
Plus: Receipts	\$53,338.38		\$72,664.89	
Less: Payments	<u>\$49,377.30</u>	\$3,961.08	<u>\$67,513.64</u>	\$5,151.25
Cash Book Balance as at 31st December		<u><b>\$47,283.05</b></u>		<u><b>\$48,473.22</b></u>
<b><i>Represented by:</i></b>				
Bank Balance as at 31st December				
General Day-to-Day (016268 219732919)	\$12,116.36		\$10,184.97	
On-Line Savings (016268 219732935)	<u>\$35,166.69</u>	\$47,283.05	<u>\$33,137.00</u>	\$43,321.97
Less: Unpresented Cheques		\$0.00		\$0.00
Add: Outstanding Deposits		\$0.00		\$0.00
Cash Book Balance as at 31st December		<u><b>\$47,283.05</b></u>		<u><b>\$43,321.97</b></u>

**Bull Creek Primary School - Parents and Citizens Association (GENERAL Account)**  
**Income Statement for the Financial Year Ending 31st December 2020**

	<b>This Year 2020</b>	<b>Last Year 2019</b>
<b>Income</b>		
Interest Income	\$ 29.69	\$ 88.18
Sales - Uniform Shop	\$ 27,753.48	\$ 38,040.05
School Banking Commission	\$ 15.00	\$ 300.00
P & C Subscriptions	\$ 18.00	\$ 19.00
Fund Raising	\$ 1,222.21	\$ 20,459.20
Sundry/Misc.	\$ -	\$ 0.01
P & C Voluntary Contribs	\$ 9,300.00	\$ 9,720.00
Assembly Tea & Coffee	\$ -	\$ 38.45
<b>Total Income</b>	<b>\$ 38,338.38</b>	<b>\$ 68,664.89</b>
<b>Expenditure</b>		
Fundraising Costs	\$ 77.40	\$ 5,594.23
Uniform Costs	\$ 26,412.00	\$ 35,702.86
Uniform Refunds	\$ -	\$ 47.81
Audit Fees	\$ -	\$ 770.00
Miscellaneous	\$ 1,674.74	\$ 962.83
Transfer to Canteen	\$ -	
Insurance	\$ -	\$ 934.00
Affiliation Fees	\$ 70.69	\$ -
Petty Cash	\$ -	\$ 589.60
Quick Cliq Commissions	\$ 326.80	\$ 457.26
Donations to Bull Creek PS	\$ 20,668.04	\$ 22,372.75
Sqaures Fee	\$ 147.63	\$ 82.30
<b>Total Expenditure</b>	<b>\$ 49,377.30</b>	<b>\$ 67,513.64</b>
<b>Surplus / (Deficit) Income over Expenditure</b>	<b>-\$ 11,038.92</b>	<b>\$ 1,151.25</b>

**Bull Creek Primary School - Parents and Citizens Association (CANTEEN Account)**  
**Bank Reconciliation as at 31st December 2020**

	<b>This Year 2020</b>		<b>Last Year 2019</b>	
Cash Book Balance as at 1st January		\$8,523.94		\$8,583.40
Plus: Receipts	\$84,227.01		\$60,395.30	
Less: Payments	<u>\$71,079.70</u>	\$13,147.31	<u>\$60,454.76</u>	-\$59.46
Cash Book Balance as at 31st December		<u><b>\$21,671.25</b></u>		<u><b>\$8,523.94</b></u>

***Represented by:***

Bank Balance as at 31st December

Canteen Account (016268 219732927)		\$21,671.25		\$8,523.94
Less: Unpresented Cheques		\$0.00		\$0.00
Add: Outstanding Deposits		\$0.00		\$0.00
Cash Book Balance as at 31st December		<u><b>\$21,671.25</b></u>		<u><b>\$8,523.94</b></u>

**Bull Creek Primary School - Parents and Citizens Association (CANTEEN Account)**  
**Income Statement for the Financial Year Ending 31st December 2020**

	<b>This Year 2020</b>	<b>Last Year 2019</b>
<b>Income</b>	<b>\$</b>	<b>\$</b>
Sales	47,575.01	60,395.30
Interest income	0.00	0.00
Miscellaneous	0.00	0.00
Other	36,652.00	
<b>Total Income</b>	<b>84,227.01</b>	<b>60,395.30</b>
<b>Expenditure</b>	<b>\$</b>	<b>\$</b>
Food Purchases	20,827.25	25,328.07
Petty Cash - Food	5,100.00	7,308.85
Wages	25,359.66	19,195.23
Wages - Taxation	726.00	1,098.00
Superannuation	2,052.71	1,426.29
Workers Comp Ins	399.00	494.00
Equipment	257.40	0.00
Miscellaneous Fees etc	412.65	671.65
Quickcliq Commission	945.02	932.67
Refund	0.01	
<b>Total Expenditure</b>	<b>56,079.70</b>	<b>56,454.76</b>
<b>Surplus / (Deficit) Income over Expenditure</b>	<b>28,147.31</b>	<b>3,940.54</b>