



## P&C MINUTES

Bull Creek Primary School Parents and Citizens Association

*1 June 2021 at 7.00pm in the School Library*

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### In Attendance

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Amanda Green (AG), Claire Rogers (CR), Christine Treacy (CT), Helen Britza (HB), Janelle Osenton (JO), Jess Thomas (JT), Julie McCarthy (JM), Martin Lau (ML), Nicky Stott (NS), Sharon Marchenko (SM), Tracey Owen (TO)

Apologies: Colin Krause (CK), Ivonne Whitehouse (IV), Erin Curnow (EC), Hari Kirupanantler (HK), Michelle Cronin (MC), Rachel King (RK)

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### Approval of Minutes

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Previous minutes approved, with minor typos corrected. Motioned by AG, seconded by JT

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### Business arising from previous minutes

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1. School Banking – SM sent letter to the bank. School banking now cancelled.
2. Music Banners – Fringing still to be completed as more fringing needs to be purchased. Fringing is more expensive than expected so AG requested an additional \$100. ALL AGREED
3. Cyber safety training – Booked for Wednesday 18 August. Year 5 & 6's during the day, parents in the evening, exact time TBC. Cost is just under \$1,500. HB suggested people register for the session using Eventbrite.
4. Your Move program – JM published articles about walk to school day & Constable Care program resulting in bonus points for the school. JO to upload information from the newsletter to Your Move. JO spoke to Your Move organisers about the method for getting the cross-walk person re-instated and process for getting a raised speed bump on Hardy Ave marked more clearly. CR also raised the issue about getting part of Darley Circle reclassified as a school zone. JO moved to create a traffic sub-committee including: CR, HB, JT and JO to continue to pursue these issues. ALL AGREED. The traffic survey is proposed to be done later in the year when the weather is better, another parent Rick Mann has offered to do the count.
5. Lowering of screen at assemblies – actioned.
6. Ice packs – AG has delivered icepacks, no feedback from staff yet. AG can supply more in future if required.
7. NSW Handwriting style – Board approved implementing NSW Handwriting Style commencing with a roll out from Kindy. The NSW handwriting style complies with Education Department Guidelines on

Handwriting. Teachers are still to be properly consulted on this issue to determine an implementation strategy.

8. Flagpole for Torres Strait Island flag – JO still to look into this.

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#### President's Report

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Thanks to all the committees that have been working really hard. We have lost some long time committee members and need to find a way to engage some more active committee members.

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#### Treasurers' Report

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See attached report.

ALL agreed to move 'plants' and 'nature playground', totaling approx. \$1,000 to kindy playgrounds.

Received \$1,000 from Stocklands Care Grant to be used for Noongar language signage – for the library, undercroft, canteen and/or native food garden.

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#### Committee Reports

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##### **BOOK CLUB**

We started the year with 0 Scholastic rewards as all Scholastic rewards from last year were transferred to Nola's account on 12th January \$678.50. Nola is still to provide details and photos of items purchased for the library.

After Issue 3 orders, available scholastic rewards are \$587. With each order, a \$50 voucher goes to the class with the largest order.

Issue No.	Book Order	Rewards earned	Rewards Spent	Remaining rewards
Issue 1	\$1,428	\$291		
Issue 2	\$867	\$173	\$49	
Issue 3	\$959	\$190	\$18	
Total	\$3,254	\$654	\$67	\$587

TO requested that the Bull Creek's Got Talent finalists each get a book voucher. CR to speak to Samiha about 10 x \$10 vouchers being available for the competition in 3rd term. Also credits are used for a kindy book donation and Endeavour Awards at the end of the year.

Discussion whether to continue Bookclub twice a term or look at an alternative provider. It was decided to continue with the current model especially while Samiha is running it so well.

##### **CANTEEN**

Carrie Keegan has been appointed as the Canteen Assistant. She is available to fill in for Kylie as required and is continuing to volunteer in the meantime.

Still a shortage of volunteers.

Kylie requested \$500 for new kitchen equipment including a sandwich maker, kettle, oven trays, frying pan, toaster, servicing spoons and ice-cube trays. ALL AGREED.

ML reviewed cost model for a trial on Thursdays, it could be viable if 40-50 orders were received and volunteers are available. SM and NS have been approaching various schools including Bateman, Oberthur and Rossmoyne to see if they will take an extra day to help cover costs. Most would require someone to deliver the food to them. Bateman Principal supportive of the idea, Bateman volunteer coordinator is not so keen. West Leeming has closed their canteen, CR to speak to a P&C rep there. Shelley PS was also suggested.

New canteen menu is being considered, including Emma & Tom juices which have lower sugar, no preservatives etc, but they are larger and more expensive than the fruit boxes. Trial to determine if they will sell. New hot menu items for Term 3 as the current menu changes such as an extra sushi day, teriyaki chicken etc have been popular.

### **UNIFORM SHOP**

Uniform shop has been going well.

### **FUNDRAISING COMMITTEE**

Pegs being sold through Eventbrite – sold 45 bags already, P&C makes \$8 per bag. Try to encourage the wider community to buy them so that it's not always money coming from the same people buying them, including being sold through workplaces. Closes 18<sup>th</sup> June and delivered 1<sup>st</sup> July. Workmates/ family can nominate a child/classroom to get pegs delivered to. And AG/HB will be at the office for 1hr after school on delivery day.

HB coordinating sheep manure drive for Term 3 also using Eventbrite. ML confirmed its ok for P&C to pay for order in advance, which could be up to \$6,000 and Eventbrite to reimburse within 3 days of orders closing. HB/AG confirmed with others that Eventbrite are reliable with paying.

Disco is coming up in 6 weeks. The Fundraising Committee will get onto this asap. TO/JM to confirm whether the P&C can sell hot dogs/ hamburgers at the event. If not, can they sell packaged food?

### **PLAYGROUND COMMITTEE**

The Robin Hood Grants have closed. JO thinks we missed out by about 20 votes, but vote counts are still being finalised. Since it's our third priority for playground projects if we don't get it is a chance to re-think the grant and encourage more strategic voting next round – eg waiting until the last few days and ensuring we don't vote for the projects closest to us in the vote tally.

Playground Committee hasn't met. JO and SM met with various playground providers; a few quotes received but no decisions made about moving forward. SM speaking to nature play playground providers about quotes for a river bed.

Focus is on Busy Bee – proposed for Sat 26 June to be held from 10am – 2pm with a sausage sizzle in the middle. If tasks aren't complete we might encourage some families to stay. Tasks have been uploaded onto SignUp. MC to promote the busy bee. JO requested \$1,000 for Busy Bee resources if funding isn't received from Bunnings or Labor Party. ALL AGREED.

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## Principal's Report

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See attached report.

Discussion included:

- Extra long weekend, teachers will be undertaking business planning session on Tuesday.
- New website has been launched – any feedback please let Julie, Sharon or Tracey know. Cecilia & Kylie still to provide their profile on the P&C page.
- What is winter carnival – it is interschool netball and football at Shelley for years 4-6.
- Is Sports Challenge Australia linked to Kiddo at UWA – yes, they are aligned but not sure how.
- New Chaplin has commenced and will arrange a coffee corner to try to engage more EALD parents.
- School photos – is there a roster? Yes, its soon to be finalised and distributed.
- Cricket nets have been fixed.
- Parents acknowledged the big storeroom cleanout that SM has coordinated.
- Increased use of Connect by some teachers has been appreciated by the parents.

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## Correspondence

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Mark Fahey, who works for Dr Jags MLA (local Labor Party representative) contacted the P&C after meeting with SM to offer the P&C support whatever support they can including approving \$1,000 for food for the disco. They offered to provide volunteers for tasks as required, and funding for other initiatives if needed. If they can't provide direct support they will assist the P&C in seeking support via grant funding or other organisations. JO to contact Mark regarding the option of regular canteen volunteers and support for the busy bee.

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## General business

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1. P&C Newsletter – new volunteer needed.
2. P&C Day – Friday 23 July – P&C committee, and others if they want to, to have a drink at the Bull Creek Tavern.
3. Working with Children Certificates – SM requested that all P&C reps that are regularly on the school campus during school hours eg regular canteen volunteers, uniform shop volunteers as well as JO, ML and NS get their working with children certificates. People that volunteer infrequently are not required to have it at this stage as we don't want to deter volunteers.

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## Any other Business

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Smiling Minds survey. HB has completed one asking how you would use \$5,000 to promote mindfulness/ smiling minds. Other parents could also complete the survey. This is aligned with the schools Be You/ Smiling Minds program which all students participate in each Monday morning.

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## Next Meeting

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3 August - General Meeting

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## Meeting Closed

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8.18pm

# Bull Creek Primary School P&C Association

## Treasurer's Report as at 30<sup>th</sup> June 2021

### General P&C Account

#### Cash Book Reconciliation

Cash Book Balance as at		30 June 2021	
(as per attached Bank Account Reconciliation)		\$	63,638.56
<i>Less</i>	Working Capital requirement	\$	(6,000.00)
<i>Subtotal</i>		\$	57,638.56
<i>Less</i>	Committed Funds:		
	Swimming caps	\$	(200.00)
	Kindy area playground refurbishment	\$	(13,353.28)
	Compassion funds	\$	(200.00)
	Music banners	\$	(500.00)
	Library	\$	(2,291.18)
	Paul Litherland	\$	(1,500.00)
	Disco	\$	(150.00)
	Busy Bee	\$	(1,000.00)
<i>Subtotal</i>		\$	(19,194.46)
<b>Funds available for allocation:</b>		<b>\$</b>	<b>38,444.10</b>

#### Income and Expenditure Statements

The P&C is reporting a year-to-date operating profit, before donations, of \$14,606.78 as at the date of this report.

In May, we made \$1,813.60 net profit from Mothers Day Stall, and \$2,983.20 net profit from Disco Night in June.

The major expenses were \$1,169.37 to WACSSO, \$3,304.84 uniform purchase and \$1,128 for the upfront payment of stainless-steel pegs fundraising.

We donated \$6,000 to the school in June, bringing the total to \$8,251.27 for the year – listed in table below.

I motioned to have funds allocated for Disco (\$150), balance of Busy Bee (circa \$850) and compassion funds (\$200) all re-allocated to Kindy area playground refurbishment.

#### Donations from the P&C to Bull Creek PS in 2021

Items	Amount	Month
Portable marquees	\$ 2,251.27	Mar-21
A - Z Vocab	\$ 1,000.00	Jun-21
Constable Care	\$ 5,000.00	Jun-21

**Bull Creek Primary School P&C Association**  
**Treasurer's Report as at 30<sup>th</sup> June 2021**

**Canteen Account**

**Cash Book Reconciliation**

Cash Book Balance as at 30<sup>th</sup> June 2021 (as per attached Bank Reconciliation): **\$16,318.17**

The ideal canteen's working balance: \$5,000

**Income & Expenditure Statements**

The canteen is reporting a year-to-date operating profit of \$4,646.92 as at the date of this report.

Thanks to all the volunteers.

**Appendices**

NB: All reports listed are as at 30<sup>th</sup> June 2021

1. General P&C – Cash Book Reconciliation
2. General P&C – Income and Expenditure Statement
3. Canteen – Cash Book Reconciliation
4. Canteen – Income and Expenditure Statement

Bullcreek Primary School  
P&C Account Statement

Account Numbers  
016268 219732919, 016268  
219732935

Month

Jun 2021

Date	Details	Income Value (\$)	Income Category	Cheque Number	Outgoing Value (\$)	Outgoing Category
<b>General Account - 016268 219732919</b>						
1/06/21	Uniform Sales - Card	\$ 212.97	Uniforms - Cards		\$ 4.04	Squares Fee
4/06/21	Uniform Sales - Online	\$ 276.00	Uniforms - Online		\$ 7.59	QC Commission
9/06/21	WACSSO				\$ 1,169.37	Miscellaneous
11/06/21	Uniform Purchase - Aussie Grown				\$ 3,304.84	Uniforms - Costs
15/06/21	Uniform Sales - Card	\$ 47.89	Uniforms - Cards		\$ 0.91	Squares Fee
	Uniform Sales - Cash	\$ 52.00	Uniforms - Cash			
16/06/21	Uniform Sales - Cash	\$ 410.00	Uniforms - Cash			
18/06/21	Uniform Sales - Online	\$ 128.00	Uniforms - Online		\$ 3.52	QC Commission
22/06/21	Uniform Sales - Card	\$ 304.67	Uniforms - Cards		\$ 5.79	Squares Fee
23/06/21	Disco 2021	\$ 2,983.20	Fund Raising - Cash			
	Stainless Steel Pegs				\$ 1,128.00	Fund Raising
25/06/21	Uniform Sales - Online	\$ 248.00	Uniforms - Online		\$ 6.82	QC Commission
	General Insurance				\$ 859.00	Insurance
29/06/21	Uniform Sales - Card	\$ 401.56	Uniforms - Cards		\$ 7.63	Squares Fee
	Reimburse Erin Cumow - Fathers Day Stall				\$ 970.50	Fund Raising
	BCPS - A-Z Vocab				\$ 1,000.00	Bull Creek Primary
30/06/21	BCPS - Constable Care				\$ 5,000.00	Bull Creek Primary
<b>Savings Account - 016268 219732935</b>						
30/06/21	Credit Interest	\$ 2.31	Interest			

**Income Summary**

Interest	\$ 2.31
Facilities Room	\$ -
Miscellaneous	\$ -
School Banking Comm.	\$ -
P & C Subs.	\$ -
Fund Raising - Cash	\$ 2,983.20
Fund Raising - Cards	\$ -
Uniforms - Cash	\$ 462.00
Uniforms - Online	\$ 652.00
Uniforms - Cards	\$ 967.09
Voluntary Contribs	\$ -
Morning Teas	\$ -

**Expenditure Summary**

Fund Raising	\$ 2,098.50
Uniforms - Costs	\$ 3,304.84
Uniforms - Refunds	\$ -
Bull Creek Primary	\$ 6,000.00
Pre primary	\$ -
Audit	\$ -
Miscellaneous	\$ 1,169.37
Insurance	\$ 859.00
Petty Cash	\$ -
QC Commission	\$ 17.93
Squares Fee	\$ 18.37

Total income for month : \$ 5,066.60

Total outgoings for month : \$ 13,468.01

**Account Reconciliation**

Cash Book Balance : START OF MONTH	\$ 72,039.97
Plus Receipts (Income)	\$ 5,066.60
Less Payments (Expenditure)	\$ 13,468.01
Cash Book Balance : END OF MONTH	\$ 63,638.56

**Represented by:**

Bank Balance : END OF MONTH	\$ 63,638.56
Less Unpresented Cheques	\$ -
Plus Outstanding Deposits	\$ -
Total (Required to equal cash book balance)	\$ 63,638.56

Is account correctly reconciled ?

YES

**Unpresented Cheques:**

Date	Cheque No.	Amount

**Outstanding Deposits:**

Description	Amount

**Bull Creek Primary School - P&C Association General Account**  
**Monthly Income Statement for Year Ending 31st December 2021**  
**As at 30th June 2021**

Income	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD	Last Yr Total
Interest Income	1.40	1.41	2.41	2.26	2.36	2.31							12.15	29.69
Sales - Uniform Shop (cash)		1,010.00	247.00			462.00							1,719.00	4,913.50
Sales - Uniform Shop (online)	3,289.00	2,553.50	1,415.00	225.00	1,388.00	652.00							9,522.50	13,948.00
Sales - Uniform Shop (cards)		6,174.14	1,749.63	434.09	691.88	967.09							10,016.83	8,891.98
School Banking Commission													0.00	15.00
P & C Subscriptions			28.00										28.00	18.00
Fund Raising (cash)		93.00	2,180.15	376.00	3,235.70	2,983.20							8,868.05	1,222.21
Fund Raising (cards)			374.57										374.57	0.00
Sundry/Misc.													0.00	0.00
P & C Voluntary Contribs													0.00	9,300.00
Assembly Tea & Coffee													0.00	0.00
<b>Total Income</b>	<b>3,290.40</b>	<b>9,832.05</b>	<b>5,996.76</b>	<b>1,037.35</b>	<b>5,317.94</b>	<b>5,066.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30,541.10</b>	<b>38,338.38</b>
<b>Expenses</b>														
Fundraising Costs			1,005.98		523.98	2,098.50							3,628.46	77.40
Uniform - Costs			3,589.08	2,794.00		3,304.84							9,687.92	26,412.00
Uniform - Refunds													0.00	0.00
Audit Fees													0.00	0.00
Miscellaneous			60.20		70.00	1,169.37							1,299.57	1,674.74
Insurance						859.00							859.00	0.00
Affiliation Fees													0.00	0.00
Petty Cash													0.00	70.69
Reimbursements													0.00	0.00
Quick Cliq Commissions	90.45	70.22	46.49	6.19	38.17	17.93							269.45	326.80
Squares Fee		117.32	32.82	8.25	13.16	18.37							189.92	147.63
<b>Total Expenditure</b>	<b>90.45</b>	<b>187.54</b>	<b>4,734.57</b>	<b>2,808.44</b>	<b>645.31</b>	<b>7,468.01</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,934.32</b>	<b>28,709.26</b>
<b>Profit &amp; (Loss)</b>	<b>3,199.95</b>	<b>9,644.51</b>	<b>1,262.19</b>	<b>-1,771.09</b>	<b>4,672.63</b>	<b>-2,401.41</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14,606.78</b>	<b>9,629.12</b>
Donations to School			2,251.27			6,000.00							8,251.27	20,668.04
Transfers to/(from) canteen		-10,000.00											-10,000.00	-15,000.00
Increase (Reduction) in Cash Surplus	3,199.95	19,644.51	-989.08	-1,771.09	4,672.63	-8,401.41	0.00	0.00	0.00	0.00	0.00	0.00	16,355.51	3,961.08
<b>Cash Balance @ End of Mth</b>	<b>50,483.00</b>	<b>70,127.51</b>	<b>69,138.43</b>	<b>67,367.34</b>	<b>72,039.97</b>	<b>63,638.56</b>								



Month

Jun 2021

## Income Summary

### Expenditure Summary

Total income for month : \$ 7,833.25

Total outgoings for month : \$ 7,498.15

Cash Book Balance : START OF MONTH	\$ 15,983.07
Plus Receipts (Income)	\$ 7,833.25
Less Payments (Expenditure)	<u>\$ 7,498.15</u>
Cash Book Balance : END OF MONTH	<u>\$ 16,318.17</u>

Bank Balance : END OF MONTH	\$ 16,318.17
Less Unpresented Cheques	\$ -
Plus Outstanding Deposits	\$ -
Total (Required to equal cash book balance)	<u>\$ 16,318.17</u>

**Is account correctly reconciled ?**

YES

Comments:

**Unpresented Cheques:**

**Outstanding Deposits:**

Description	Amount

**Bull Creek Primary School Canteen**  
**Monthly Income Statement for Year Ending 31st December 2021**  
**Current to: 30th June 2021**

Income	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD	Last Yr Total
Cash Sales		302.50	2,318.50	767.20	1,902.30	1,636.55							6,927.05	13,876.20
Interest Income													0.00	0.00
Miscellaneous						100.00							100.00	0.00
Online Sales		2,837.20	5,019.50	3,444.80	5,984.10	6,096.70							23,382.30	33,698.80
Card Sales													0.00	0.01
Other													0.00	36,652.00
<b>Total Income</b>	<b>0.00</b>	<b>3,139.70</b>	<b>7,338.00</b>	<b>4,212.00</b>	<b>7,886.40</b>	<b>7,833.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30,409.35</b>	<b>84,227.01</b>
<b>Expenses</b>														<b>% sales</b>
Food Purchases		50.00	2,497.98	3,477.12	2,279.07	3,476.19							11,780.36	39%
Petty Cash - Food	400.00	200.00	900.00	300.00	700.00	700.00							3,200.00	11%
Wages		517.92	2,810.87	885.55	1,832.21	2,240.64							8,287.19	27%
Wages - Taxation				200.00		204.00							404.00	1%
Superannuation				332.74		486.86							819.60	3%
Workers Comp Ins													0.00	0%
Equipment						218.00							218.00	1%
Miscellaneous Fees etc			94.50		299.00								393.50	1%
Quick Cliq Commission		79.16	141.34	97.63	169.19	172.46							659.78	2%
Card Refunds													0.00	0%
<b>Total Expenditure</b>	<b>400.00</b>	<b>847.08</b>	<b>6,444.69</b>	<b>5,293.04</b>	<b>5,279.47</b>	<b>7,498.15</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25,762.43</b>	<b>56,079.70</b>
<b>This Year Profit &amp; (Loss)</b>	<b>Month</b>	<b>Year to Date</b>	<b>Month</b>	<b>Year to Date</b>	<b>Month</b>	<b>Year to Date</b>	<b>Month</b>	<b>Year to Date</b>	<b>Month</b>	<b>Year to Date</b>	<b>Month</b>	<b>Year to Date</b>	<b>Month</b>	<b>Year to Date</b>
	-400.00	2,292.62	893.31	-1,081.04	2,606.93	335.10	0.00	0.00	0.00	0.00	0.00	0.00	4,646.92	28,147.31
	-400	1,893	2,786	1,705	4,312	4,647								203%
<b>Transfers (to)/from general account</b>		10,000											10,000	
<b>Last Year Profit &amp; (Loss)</b>	<b>Month</b>	<b>Year to Date</b>	<b>Month</b>	<b>Year to Date</b>	<b>Month</b>	<b>Year to Date</b>	<b>Month</b>	<b>Year to Date</b>	<b>Month</b>	<b>Year to Date</b>	<b>Month</b>	<b>Year to Date</b>	<b>Month</b>	<b>Year to Date</b>
	-360	2,139	-1,204	-5,081	10,139	2,178	4,941	2,649	5,845	5,883	2,348	-1,330	28,147.31	203%
	-360	1,779	576	-4,506	5,633	7,812	12,753	15,402	21,247	27,129	29,477	28,147		