



P&C MINUTES

Bull Creek Primary School Parents and Citizens Association

11 May 2021 at 7.00pm in the School Library

In Attendance

Amanda Green (AG), Claire Rogers (CR), Helen Britza (HB), Ivonne Whitehouse (IV), Janelle Osenton (JO), Jess Thomas (JT), Julie McCarthy (JM), Martin Lau (ML), Nicky Stott (NS), Tracey Owen (TO)

Apologies: Cecilia Kaven (CK), Christine Treacy (CT), Erin Curnow (EC), Hari Kirupanantler (HK), Rachel King (RK), Sharon Marchenko (SM), Wendy Angelatos (WA)

Approval of Minutes

Previous minutes approved. Motioned by IW, seconded by CR

Business arising from previous minutes

1. School Banking – TO contacted the bank but it requires the P&C signatory to cancel the account. NS to follow up.
2. Music Banners – 25 Banners are being printed. It will take a few weeks for them to be printed. TO confirmed banners are not required for events this term, so no rush. Likely to cost around \$400 in total.
3. Class Reps/Volunteer Management – JO has registered for SignUp via the bcpspandc@outlook.com email address. It cost \$200/ year. Others can also use it to register for events, including using it for the canteen rostering in the future. To be confirmed whether it will send text message reminders to volunteers.
We still require a class rep for W10-Kangas and S6. Some class reps expressed concern re: how few people from the class signed up and with no class list it is difficult to chase parents.
4. Constable Care Bike Training - All year 1, 2, 5 and 6 students attended the Constable Care program the last few weeks. Very positive feedback was received from all students, staff and parents. Thanks to Mrs Allier for organising it all. HB reiterated the value of the P&C contributing to this program. All year 1's and 2's rode a bike, and so did the year 5's and 6's. Some had never ridden a bike before. The students commented how realistic the roads, traffic lights, signage all were.
5. Cyber safety training – JM adjusted this to Term 3, week 5 to avoid other events next term. \$1,500 approved to fund this – ALL AGREED.
6. 5-year plan – ALL AGREED that all changes approved at the Special General Meeting were made, therefore the document was ratified by the Committee.

7. Your Move program – JM conducted the hands up survey and entered the results. She's still to upload information from the bike training and walk to school day. JO to speak 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. HB and JT to gather historical information about trying to get them re-instated.
8. Repaint basketball court wall – base coat to be added and targets to be repainted on the wall as part of the busy bee proposed for June. JM had eg paint tin for what needs to be purchased.
9. Lowering of screen at assemblies – JM to look into it.
10. Greater use of technology including Connect – parents had noticed the increased use of class specific information electronically either by Connect or email depending on the class. The P&C welcomed the increased communication especially considering Covid adjustments. This initiative will continue to be monitored by parents and staff and reviewed six monthly, or annually as part of reviewing the actions in the 5-year plan.
11. Ice packs – AG to action
12. Change of meeting time – votes were received from 15 committee members. Monday 7pm and Tuesday 7pm were the only practical times that would get a quorum. Therefore, it was agreed meetings would be left on Tuesdays 7pm.

Timeslot	Monday 3.15pm	Monday 6pm	Monday 7pm	Tuesday 3.15pm	Tuesday 6pm	Tuesday 7pm	Thurs 3.15pm	Thurs 6pm	Thurs 7pm
Yes	1	4	11	3	3	11	1	2	6
Possibly		1			2	1		3	2
Total	1	5	11	3	5	12	1	5	8

13. NSW Handwriting style – school will need to follow the Education Department Guidelines on Handwriting. The Board has not met yet and is dealing with a number of other issues. Administration is looking into this but for now, it is on hold until the Board gets a chance to consider it thoroughly.

President's Report

Woolworths Bull Creek are donating fruit for the Walk to School day on Friday. They are happy to support similar fitness and healthy living initiatives. NS will speak to them about the option of providing fruit for the canteen. She will also speak to Kylie regarding the option of adding a 'crunch' pack to the canteen menu for families to purchase for crunch & sip. TO/JM to speak to teachers about all classes participating in crunch & sip as parents think it is a great initiative but currently, only some classes are doing it.

Kids fit club has been well received with 36 kids in week 1 and 40 kids in week 2. During very wet weather its likely to get cancelled. During slightly wet weather they are likely to go ahead in the rain with some activities undercover if required. The kids could take off their shoes, so their shoes don't get wet.

Treasurers' Report

See attached report.

ALL AGREED to move additional marquee funding to the Kindy playground project. Which now totals \$13,644 (including nature playground, plants for outdoor classroom and sand/mulch).

Committee Reports

BOOK CLUB

The last two orders have been fairly light. They take about 1- 1.5 hrs to pack. CR to speak to Sameeha about book club reports.

Sameeha has requested to use the Snack Shack for sorting again. It won't be available for a while – alternative options are the library on a Thursday morning, outside the uniform shop, on the stage area in the undercroft or the boardroom.

CANTEEN

The recruitment process for a casual is underway. Interviews will be conducted on Friday.

Term 2 has been busy. The new meals on Wednesday have been popular. Introducing Friday sushi has also been popular. Bateman is steadily growing in numbers. Sour Gleees have been introduced to the drink list.

Some parents have requested for an additional canteen day to be considered. A trial on Thursdays from Term 3 has been agreed to if its financially viable. The trial may be extended if it can be done without the canteen making a loss. SM proposed that the new casual works every second Thursday so that they are getting experience.

NS to organise a canteen sub-committee meeting to discuss – canteen recruitment, trial Thursdays and 'crunch' packs. ML to calculate how many orders would be required to make Thursdays break even.

UNIFORM SHOP

Uniform shop has been steady. There was a recent rush on jumpers. Additional jumpers have been ordered including fleeces in larger sizes.

Faction shirt arrival date still not known but AG is assuming they are on track for delivery in Term 3.

FUNDRAISING COMMITTEE

Mother's Day stall was very successful with \$1,800 raised; 410 gifts sold. Thanks to all who contributed and worked on the stall. Thanks particularly to Olivia Watling who spent a very long time compiling all the booklets and to Mark Green for photocopying all the booklets at work. The jellybean sets were very popular and ran out first (AG). JM received a comment from a parent confirming that it wasn't good value. The majority of feedback was very positive.

The committee are looking into non-contact fundraising options such as sustainable pegs, socks eg tied in with a crazy sock day and possibly cookie dough sales. AG to discuss with year 6 coordinator re: an additional free dress day.

HS looking into a sheep manure drive – possibly to tie in with a Busy Bee day at school in Term 3. The sheep manure arrives in bags that parents can pick up from the school. Parents pay an additional \$2-\$3 / bag for P&C fundraising.

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 for the Ship Shape Playground is now open for voting, there are 13 projects and at least 5 will be selected based on whichever projects have the highest number of votes. To vote you select at least \$85,000 worth of projects to be funded. Instructions will be sent around to be promoted via all means available (JO).

Playground Committee met 4 May. The specification has been sent to playground providers with quotes closing 28 May. Including a plan for future kindy playground works, immediate works to the kindy area including the mud kitchen, repairs/replacement to the spider playground and elements of the Ship Shape Playground (JO).

The company that has the rights to MegaToy Play Equipment has provided a quote to replace all the components of the spider frame \$17,225. It would still need to be installed but the centre post & support struts could be maintained and last another 15 years. They noted that it originally wasn't installed correctly as all of the components should be taut and no components should be directly on the ground. JO to circulate documents to SM/TO/JM.

A Busy Bee is being organised for Sat 26 June. A list of tasks is being developed and has been uploaded onto SignUp. That list can be expanded if the teachers or others have tasks they wish to add to the list.

Principal's Report

See attached report.

General business

1. Hand ball markings - due to Covid lots of students are now eating in the new canteen area. This makes it loud and unsafe for the students wanting to play handball. It is proposed that an alternative location is to be found for the students wanting to play handball. The handball students prefer the new canteen area as the square markings are bigger than the ones in the other parts of the school.
2. Flagpole for a Torres Strait Island Flag – SM has requested funding for a third flagpole costing \$1,500 to comply with the Australian National Flag Protocols. The P&C proposes to seek grant funding for a third pole.

Any other Business

Nil

Next Meeting

1 June - General Meeting

Meeting Closed

8.18pm

**Bull Creek Primary School P&C Association
Treasurer's Report as at 30th April 2021**

General P&C Account

Cash Book Reconciliation

Cash Book Balance as at		30 April 2021	
(as per attached Bank Account Reconciliation)		\$	67,367.34
<i>Less</i>	Working Capital requirement	\$	(6,000.00)
<i>Subtotal</i>		\$	61,367.34
<i>Less</i>	Committed Funds:		
	Nature playground	\$	(472.00)
	Plants for outdoor classroom	\$	(600.00)
	Swimming caps	\$	(200.00)
	Kindy area playground refurbishment	\$	(12,281.28)
	Compassion funds	\$	(200.00)
	Vocab A - Z	\$	(1,000.00)
	Constable Care Road Safety	\$	(5,000.00)
	Music banners	\$	(500.00)
	Library	\$	(2,291.18)
	Paul Litherland	\$	(1,500.00)
<i>Subtotal</i>		\$	(24,044.46)
Funds available for allocation:		\$	37,322.88

Income and Expenditure Statements

The P&C is reporting a year-to-date operating profit, before donations, of \$12,335.56 as at the date of this report.

We raised \$328 from Easter Coloring in Competition, and there are no other signification fund raising events.

Overall, due to the uniform cost of \$2,794, we made \$1,771.09 loss in April.

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

Items	Amount	Month
Portable marquees	\$ 2,251.27	Mar-21
TOTAL	\$ 2,251.27	

**Bull Creek Primary School P&C Association
Treasurer's Report as at 30th April 2021**

Canteen Account

Cash Book Reconciliation

Cash Book Balance as at 30th April 2021 (as per attached Bank Reconciliation): **\$13,376.14**

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

Income & Expenditure Statements

Due to Term 1 break, the canteen made a \$1,081.04 loss in April. We also made the quarterly payments for PAYG Withholding and superannuation.

The year-to-date profit is \$1,704.89.

Thanks to all the volunteers.

Appendices

NB: All reports listed are as at 30th April 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

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 April 2021

[illegible]

Apr 2021

Account Number
016268 219732927

[illegible]

Income Summary

Cash Sales	\$	767.20
Interest	\$	-
Miscellaneous	\$	-
Online Sales	\$	3,444.80
Card Sales	\$	-
Other	\$	-
	\$	-
	\$	-
	\$	-

Total income for month :	\$	4,212.00
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Expenditure Summary

Expenditure Summary	
Wages	\$ 885.55
Food Purchase	\$ 3,477.12
Equipment	\$ -
Petty Cash	\$ 300.00
Taxation	\$ 200.00
Miscellaneous	\$ -
Superannuation	\$ 332.74
QC Commission	\$ 97.63
Card Refunds	\$ -

Total outgoings for month : \$ 5,293.04

Account Reconciliation

Cash Book Balance : START OF MONTH	\$ 14,457.18
Plus Receipts (Income)	\$ 4,212.00
Less Payments (Expenditure)	\$ 5,293.04
Cash Book Balance : END OF MONTH	<u>\$ 13,376.14</u>

Represented by:

Bank Balance : END OF MONTH	\$ 13,376.14
Less Unpresented Cheques	\$ -
Plus Outstanding Deposits	\$ -
Total (Required to equal cash book balance)	<u>\$ 13,376.14</u>

Is account correctly reconciled ?

YES

Comments:

Unpresented Cheques:

[illegible]

Outstanding Deposits:

Description	Amount

Bull Creek Primary School Canteen
Monthly Income Statement for Year Ending 31st December 2021
Current to: 31st May 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									3,388.20	13,876.20
Interest income													0.00	0.00
Miscellaneous													0.00	0.00
Online Sales		2,837.20	5,019.50	3,444.80									11,301.50	33,698.80
Card Sales													0.00	0.01
Other													0.00	36,652.00
Total Income	0.00	3,139.70	7,338.00	4,212.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,689.70	84,227.01
Expenses														% sales
Food Purchases		50.00	2,497.98	3,477.12									6,025.10	20,827.25 41%
Petty Cash - Food	400.00	200.00	900.00	300.00									1,800.00	5,100.00 12%
Wages		517.92	2,810.87	885.55									4,214.34	25,359.66 29%
Wages - Taxation				200.00									200.00	726.00 1%
Superannuation				332.74									332.74	2,052.71 2%
Workers Comp Ins													0.00	399.00 0%
Equipment													0.00	257.40 0%
Miscellaneous Fees etc			94.50										94.50	412.65 1%
Quick Cliq Commission		79.16	141.34	97.63									318.13	945.02 2%
Card Refunds													0.00	0.01 0%
Total Expenditure	400.00	847.08	6,444.69	5,293.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,984.81	56,079.70
This Year Profit & (Loss)	Month	2,292.62	893.31	-1,081.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,704.89	28,147.31
	Year to Date	-400	1,893	2,786	1,705									203%
Transfers (to)/from general account		10,000											10,000	
Last Year Profit & (Loss)	Month	-360	2,139	-1,204	-5,081	10,139	2,178	4,941	2,649	5,883	2,348	-1,330		28,147.31
	Year to Date	-360	1,779	576	-4,506	5,633	7,812	12,753	15,402	21,247	29,477	28,147		203%