

## **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 <a href="https://docs.com/beps/bull-new-ut-look.com/beps-bull-new-ut-look.
  - 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	Monday	Monday	Tuesday	Tuesday	Tuesday	Thurs	Thurs	Thurs
	3.15pm	6pm	7pm	3.15pm	6pm	7pm	3.15pm	6pm	7pm
Yes	1	4	11	3	3	111	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 Glees 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.

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Any other Business		 	
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Next Meeting		yymynningaith	
1 June - General Meeting		<del>основник мененический постоя в мене</del> со основной выпости основной профилантеризмодиции и пости пости пости пости	POTENTIAL TOTAL CONTRACTOR OF THE POTENTIAL CONTRACTOR OF
Meeting Closed			
with the times			

8.18pm

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

## **General P&C Account**

## Cash Book Reconciliation

Cash Book B	Control of the Contro	7		30 April 2021	:.	
(as per attac	hed Bank Account Reconciliati	on)	\$	67,367.34		
Less	Working Capital requiremer	nt			\$	(6,000.00)
Subtotal		1	\$	61,367.34		
Less	Committed Funds:	1				
	Nature playground	1	•		\$	(472.00)
	Plants for outdoor classroor	n			\$	(600.00)
	Swimming caps	** 2		•	\$	(200.00)
	Kindy area playground refur	bishment			\$	(12,281.28)
	Compassion funds	*			\$	(200.00)
	Vocab A - Z				\$	(1,000.00)
	Constable Care Road Safety		:		\$	(5,000.00)
	Music banners	1			\$	(500.00)
	Library	· · · · · · · · · · · · · · · · · · ·			\$	(2,291.18)
	Paul Litherland	i.			\$	(1,500.00)
Subtotal		·			\$	(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 30<sup>th</sup> 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

Month

Apr 2021

Account Numbers 016268 219732919, 016268 219732935

	Apr 2021			219732935			
Date	Details	Inco	me Value (\$)	Income Category	Cheque Number	Outgoing Value (\$)	Outgoing Catego
Seneral Accou	Int - 016268 219732919		***********	***************************************	•••••	******	
1/04/21	Uniform Sales - Online Uniform Purchase - Aussie Grown	\$	105.00	Uniforms - Online			QC Commission Uniforms - Costs
7/04/21	Election BBQ Easter Coloning In Competition	\$ \$	20.00 328.00	Fund Raising - Cash Fund Raising - Cash		***************************************	
20/04/21	Uniform Sales - Card	\$	342.38	Uniforms - Cards		\$ 6.51	Squares Fee
21/04/21	Uniform Sales - Card	\$	91,71	Uniforms - Cards		************************	Squares Fee
23/04/21	Uniform Sales - Online	\$	120,00	Uniforms - Online		\$ 3,30	QC Commission
30/04/21	Entertainment Book	s		Fund Raising - Cash	***************	******	
		***************************************	55/55.		***************************************	~~~~~	······
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avings Accou	ınt - 016268 219732935						
30/04/21	Credit Interest	\$	2.26	Interest		*************	
	***************************************			***************************************			*****
ncome Summa nterest		2.26		Expenditure Summary Fund Raising			\$ -
acilities Room liscellaneous				Uniforms - Costs Uniforms - Refunds			\$ 2,794.0
chool Banking	Comm. \$			Bull Creek Primary	·····		\$
& C Subs. und Raising -		6.00		Pre primary Audit		*************	\$ - \$ -
	Cards \$		,	Miscellaneous			
	\$	-				**************	\$ .
niforms - Cash niforms - Onlin	e \$ 22	- 5,00		Insurance Petty Cash			\$ - \$ -
niforms - Cash niforms - Onlin niforms - Card oluntary Contr	ne \$ 22 s \$ 43	5,00 4.09		Insurance			\$ - \$ - \$ 6.
niforms - Cash niforms - Onlin niforms - Card oluntary Contr	ne \$ 22 5 \$ 43	5.00		Insurance Petty Cash QC Commission			\$ - \$ - \$ 6.
Iniforms - Cash Iniforms - Onlin Iniforms - Card Oluntary Contr Iorning Teas	le \$ 22 5 \$ 43 ribs \$	.5.00 4.09 		Insurance Petty Cash QC Commission	Total outgoir	ngs far month :	\$ - \$ - \$ 6. \$ 8.
Iniforms - Cash Iniforms - Onlin Iniforms - Card Iniforms - Cash Iniforms - Ca	e \$ 22 \$ \$ \$ 43 hbs \$ \$  Income for month: \$ 1,03	77.35		Insurance Petty Cash QC Commission	_	ngs for month :	\$ - \$ - \$ 6. \$ 8.
niforms - Cash niforms - Onlir niforms - Card oluntary Contr loming Teas  Total	\$   22	\$4.09 \$7.35 \$ 6	59,138.43 1,037.35	Insurance Petty Cash QC Commission	Total outgoir Unpresented Date	ngs for month :	\$ - \$ - \$ 6. \$ 8.
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Iniforms - Cash Iniforms - Onlin Iniforms - Card Iniforms - Cash Iniforms - Card Iniforms - Ca	le \$ 22 s \$ 43 hbs \$ 1,03  Income for month: \$ 1,03  Conciliation ance: START OF MONTH Plus Receipts (Income) Less Payments (Expenditure) ance: END OF MONTH	\$ 6 \$ \$ \$ \$ \$ \$	69,138.43 1,037.35 2,808.44	Insurance Petty Cash QC Commission	Unpresented	ngs for month :	\$
Iniforms - Cash Iniforms - Onlin Iniforms - Card Iniforms - Cash Iniforms - Ca	s \$ 22 s \$ 43 ribs \$ 1,03 conciliation ance: START OF MONTH Plus Receipts (Income) Less Payments (Expenditure) ance: END OF MONTH  y: END OF MONTH Less Unpresented Cheques Plus Outstanding Deposits	\$ 6 \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	59,138.43 1,037.35 2,808.44 67,367.34	Insurance Petty Cash QC Commission	Unpresented	ngs for month :	\$
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Bull Creek Primary School - P&C Association General Account Monthly Income Statement for Year Ending 31st December 2021 As at 30th April 2021

Income	Jan	Feb	Mar	Apr	May	Jun	la C	Aug	Sep	0ct	Nov	Dec	Total YTD	Last Yr Total
Interest Income Sales - Uniform Shop (cash) Sales - Uniform Shop (online) Sales - Uniform Shop (cards) School Banking Commission P & C Subscriptions Fund Raising (cash) Fund Raising (cards) Sundry/Misc. P & C Voluntary Contribs Assembly Tea & Coffee	1.40	1,41 1,010.00 2,553,50 6,174.14 93.00	2.41 247.00 1.415.00 1.749.63 28.00 2,180.15 374.57	2.26 225.00 434.09 376.00									7.48 1.257.00 7.482.50 8,357.86 0.00 28.00 2,649.15 374.57 0.00 0.00	29.69 4,913.50 13,948.00 8,891.98 15.00 1,222.21 0.00 9,300.00
Total income	3,290.40	9,832.05	5,996.76	1,037.35	0.00	0.00	00.0	00.00	0.00	0.00	0.00	0.00	20,156.56	38,338.38
Expenses Fundraising Costs Uniform - Costs Uniform - Refunds Audit Fees Miscellaneous			1,005.98 3,589.08 60.20	2,794.00									1,005.98 6,383.08 0.00 0.00 60.20	77.40 26,412.00 0.00 0.00 1,674.74
Insurance Affiliation Fees Petty Cash Reimbursements Quick Cliq Commissions Squares Fee	90.45	70.22	46,49	6.19 8.25	000	Coo	000	000	8	CCC	S	S	0.00 0.00 0.00 213.35 158.39	0.00 0.00 70.69 0.00 326.80 147.63
Profit & (Loss)	3,199.95	9,644.51	1,262.19	1,771.09	0.00	0.00	0.00	0.00	0.00	00.0	00:0	0.00	12,335.56	9,629.12
Donations to School Transfers to/(from) canteen		-10,000.00	2,251.27										2,251.27	20,668.04
Increase (Reduction) in Cash Surplus Cash Balance @ End of Mth	3,199.95	19,644.51	-989.08	-1,771.09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20,084.29	3,961,08

Month

Apr 2021

Account Number 016268 219732927



Month	Apr 2021			016268 219732927	]			Seri Could BEIMAGE
Date	Details		ncome alue (\$)	Income Category	Cheque Number		outgoing Value (\$)	Outgoing Category
1/04/21	Canteen Sales - Online	\$	518.50	Online Sales	rationaper	\$		QC Commission
	Canteen Sales - Online	- - <u>*</u>	934.10	Online Sales		\$		QC Commission
				3,000		<del>  *</del>		40 001111111111111111111111111111111111
7/04/21	Canteen Sales - Cash (Week 29/03/21)	\$	324.00	Cash Sales			**************	
	Canteen Sales - Cash (Week 22/03/21)	\$		Cash Sales		ļ		
	Food Purchases - Hello Sushi					\$		Food Purchase
********	Food Purchases Brownes \$850.32			***************************************		\$	3,287.12	Food Purchase
	Just Pizza \$1,422.30		*******			ļ		
	Superstock \$243	4		~~~~				
***************************************	Distributors \$771.50	4			ļ			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
40/04/04	12. F 8 U.S 181.				ļ			
13/04/21	Kylie Atkin - Wages			***************************************	<b></b>	ļ. <u>\$.</u>	531.33	Wages
23/04/21	Canteen Sales - Online	·	264 70	Online Sales	<b>ļ</b>		40.00	0000
23/04/21	Canteen Sales - Online	\$		Online Sales	<b></b>	\$		QC Commission QC Commission
	Carteer Sales - Online		372,00	Offiline Sales	<b> </b>	₽	11.07	QC Commission
28/04/21	ATO - March PAYG				<b>!</b>	\$	200 00	Taxation
, <del></del>	Petty Cash - Load & Go Card			***************************************	}	\$	300.00	Petty Cash
**********	REST Super - March quarter		~~~~	************		\$		Superannuation
	Kylie Atkin - Wages	~~~~	**********	******************************	<b></b>	\$	354.22	
				****************************	1	†•		}
30/04/21	Canteen Sales - Online	\$	424.50	Online Sales	1.	\$	12.61	QC Commission
	Canteen Sales - Online	\$	830.20	Online Sales	***************************************	\$		QC Commission
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Income Summ	lary	_		Expenditure Summ	ary			
Cash Sales	\$ 767.20			Wages	********			\$ 885.55
Interest	<u> </u>			Food Purchase			••••••••	\$ 3,477.12
Miscellaneous		-[		Equipment				\$
Online Sales	\$ 3,444.80	4		Petty Cash			**********	\$ 300.00
Card Sales		4		Taxation				\$ 200.00
Other		-		Miscellaneous			••••••	. D
	<u>\$</u>	4		Superannuation				\$ 332.74
<b></b>	\$ - \$ -	4		QC Commission Card Refunds	******			\$ 97.63 \$ -
L	<b>.</b>	)		Cald Relutios				3 -
Tota	lincome for month: \$ 4,212.00	-			Total outgoin	ne f	or month .	\$ 5,293.04
, 514	The state of the s				. J.G. Julyun	90 11	. month.	v 5,235.04
Account Re	conciliation							
	lance: START OF MONTH	<b>\$ 1</b> .	4,457.18		Unpresented	ነ ጉト	annoe.	
DOOR DO	Plus Receipts (Income)		4,212.00		Date		eques: eque No.	Amount
	Less Payments (Expenditure)		5,293.04				w400 340	
Cash Book Ba	lance : END OF MONTH		3,376.14	•		•••••	**************	
			-,0.0,14	<u>=</u>		•••••	************	
Represented I	ov:							
*	: END OF MONTH	<b>\$ 1</b>	3,376.14		·····	ł		
= =	Less Unpresented Cheques	Š	-,-,-,,				****************	
	Plus Outstanding Deposits	Š	_				~~~~~~~~	

\$ -\$ 13,376.14

Is account correctly reconciled?	YES
Comments;	

Plus Outstanding Deposits

Total (Required to equal cash book balance)

Outstanding Deposits:										
Description	Amount									
***************************************										
	***									

Bull Creek Primary School Canteen Monthly Income Statement for Year Ending 31st December 2021 Current to: 31st May 2021

xtal	6.20 0.00 0.00 18.80 0.01 2.00	01	% sales	25 150% 00 37%	_	_	***		40 2%	65 3%	02 7%	01 0%	02	1	31 203%	ř		-	31 203%	
Last Yr Total	13,876.20 0.00 0.00 33,698.80 0.01 36,652.00	84,227.01		20,827.25	25,359,66	726,00	2,052.71	399.00	257.40	412.65	945.02	0.01	56,079.70		28,147.31				28,147.31	
		, ,	% sales	41%	29%	1%	2%	%0	%0	7%	2%	%0	•	•		•		·	•	•
Total YTD	3,388.20 0.00 0.00 11,301.50 0.00	14,689.70	6,	6,025.10	4,214.34	200.00	332.74	0.00	0.00	94.50	318.13	0.00	12,984.81		1,704.89		10,000			
Dec		0.00											00'0		00.0				-1,330	28,147
Nov		00.00											00'0		0.00				2,348	29,477
Oct		0.00											0.00		0.00				5,883	27,129
Sep		00.00											0.00		0.00				5,845	21,247
Aug		00.00											0.00		0.00				2,649	15,402
3		0.00											0.00		0.00				4,941	12,753
un,		00.00											0.00		0.00				2,178	7,812
Мау		0.00											0.00		0.00				10,139	5,633
Apr	767.20	4,212.00		3,477.12	885.55	200.00	332.74				97.63		5,293.04		-1,081.04	1,705			-5,081	-4,506
Mar	2,318.50	7,338.00 4,		2,497.98 3,						94.50	141.34		6,444.69 5,		893.31 -1,(	2,786			-1,204	. 929
	302.50 2, 2,837.20 5,	3,139.70 7,		50.00 2,	.,						79.16		847.08 6,			1,893	10,000		2,139	1,779
Feb	30	0.00 3,13									7				00 2,292,62		10,			
Jan		0		400.00									400.00		-400.00	-400			-360	
															Month	Year to Date	Haccount		Month	Year to Date
								"		es etc	ssion		<b>a</b> -			፠	m generá			×
Income	Cash Sales Interest income Miscellaneous Online Sales Card Sales	Total Income	Expenses	Food Purchases Petty Cash - Food	Wages	Wages - Taxation	Superannuation	Workers Comp Ins	Equipment	Miscellaneous Fees etc	Quick Cliq Commission	Card Refunds	Total Expenditure	This Year	Profit & (Loss)		Transfers (to)/from general account	Last Year	Profit & (Loss)	