



P&C MINUTES

Bull Creek Primary School Parents and Citizens Association

31 August 2021 at 7.00pm in the School Library

In Attendance

Helen Britza (HB), Hari Kirupanantler (HK), Ivonne Whitehouse (IV), Janelle Osenton (JO), Julie McCarthy (JM), Martin Lau (ML), Nicky Stott (NS), Rachel King (RK), Sharon Marchenko (SM), Tracey Owen (TO).

Apologies: Amanda Green (AG), Claire Rogers (CR), Erin Curnow (EC), Jess Thomas (JT), Michelle Cronin (MC).

Note: Christine Treacy (CT) attended briefly to find out if there were any questions in relation to the audited financial statements.

Approval of Minutes

Previous minutes approved. Motioned by HB, seconded by ML

Business arising from previous minutes

1. P&C Newsletter – new volunteer needed – still no-one volunteered.
2. Working with Children Certificates – SM will check how many have been received and if others are still required.
3. Fathering Project – Schedule for Monday 13 September 6.30pm-8.30pm Pizza and Paper Planes night. Mums can pick up kids at 7.45pm as an option & dads stay on while Rory talks to them. Notice to go out with Father's Day presents & on Connect on Monday. The kids will also write to invite their dads. At the athletics carnival is proposed that there will be a QR code to the Bull Creek Fathering Project page so that dads can sign up on the spot. The drinks & pizza are to be paid for by the P&C. Admin hoping to buy some 'interesting' paper with the budget. \$500 approved for the event -ALL AGREED.
4. Tear Drop Flags for Athletics Carnival – JM received quotes 3.5m tall with school logo on both sides, carry bag and 10kg base plate = \$213 + freight. There was an option to get it with a spike and no base plate for \$170. ALL AGREED to purchase 2 x 3.5m tall flags with base plate to a total of \$500 including freight.
5. Uniforms – fleece pullover instead of fleece zip jackets. AG to arrange samples of the fleece jumper with logo prior to Board meeting on Wednesday if possible.

President's Report

Most items are covered in the sub-committee updates so nothing additional to report.

Treasurers' Report

See attached report which was circulated prior to the meeting.

Audited financial statements were circulated prior to the meeting. ALL APPROVED.

Committee Reports

BOOK CLUB

\$900 of vouchers available. Discussion of whether in future years this could be used for the Book Week prizes. NS/Samiha to advise of expiry date of book club vouchers.

- RK requested \$200 of vouchers for kindy books – ALL AGREED
- Any remaining bookclub vouchers that are not allocated close to the expiry date be provided to the Library/ Nola – ALL AGREED.

Separately – the P&C will continue to provide cash to the school for book vouchers for Celebration Night. This is to be allocated in the budget - \$340 – ALL AGREED.

Request for old logo yellow faction shirts to be made available as Boomerang Bags. Low quality old logo school shirts also to be used as Boomerang Bags. ALL AGREED. Shirts to be provided to Samiha who will pass on to whoever will help her to sew the new Boomerang Bags.

CANTEEN

Canteen sales going well. Still short of volunteers some days, however now there are two new regular volunteers from the City of Melville. Sports Carnival week will be very busy so additional volunteers will be needed on Wednesday, Thursday and Friday to assist with preparation of food, and sales of jelly cups on Friday. JO to set up additional shifts in SignUp for the Sports Carnival Shifts – 8 people at Friday recess.

UNIFORM SHOP

Higher sales than usual for this time of year this month.

Request to consider interschool shirts to be used at sports carnivals, choir etc as some P&C members observed that BCPS were the only school at the cross-country carnival not to be wearing dedicated interschool shirts. The MAJORITY DISAGREED to proposed interschool shirts. This was seen as impractical and not a financial priority because of the number of shirts that would need to be ordered - up to 100 for athletics carnival, in a range of sizes, and distributed then collected back at each event.

Request to consider reversible faction-coloured hats with the school logo. The hats have a toggle, not a string, the brim is not as wide as the existing hats. SM was very supportive of this initiative, as were the majority of the committee. ALL AGREED that AG should provide quotes for the Board to consider these once the existing hat stock is depleted.

FUNDRAISING COMMITTEE

Father's Day stall on Friday. One gift per child initially, if there are any gifts left students can purchase them at the end of the day. The Kindy Kangas stall will be Wednesday. JM has completed a schedule by class, 20min per class so it will go all day. HB concerned about short notice to organise volunteers for the day. JM to circulate schedule to Erin asap.

Colour Explosion Fun Run – Event to be held in the afternoon of the last day of school. Flyers & brochures have been circulated. 29 students already have an online profile. 60% of income comes to the school, almost \$1,000 raised already. P&C to clarify in communications that only online transactions will be accepted, admin and teachers/classrooms can not be handling cash for the event. Students to be reminded to wear a white shirt & old runners. School will provide an opt out note explaining all the risks and considerations so that parents that don't want their child to participate can let the school know. JO to add a signup event to register dye throwers for the event. There won't be a sausage sizzle, ice-cream truck etc, but if the coffee van is successful for the athletics carnival, they may be invited to attend the colour run.

Movie Night – 18th November. Planning has commenced for that event. The movie hasn't been decided on yet.

PLAYGROUND COMMITTEE

Kindy/PP Playground works –SM provided a proposed playground design from Nature Based Play which was circulated just prior to the meeting. The design includes logs, rocks, a plumbed riverbed, tepee and other nature play items (see attached design). Programmed/Nature Based Play indicated that the works can be completed within a \$28,000 budget. If agreed Programmed will use the design to get 3 quotes. If Nature Based Play win the work, it may be completed later this term.

In addition, the P&C received an \$800 grant through the Your Move program. It is proposed that this money be included in the project and the bike path extension be completed at the same time. SM has received a rough quote from Programmed that the works can be completed for \$2,000 for 11m of concreting.

The proposed budget includes \$1,500 for the design, \$1,200 for kindy bike path shortfall and \$28,000 for the playground works – rounded up to a total \$32,500 for the project. The P&C have already allocated \$14,500, therefore an additional \$18,000 was requested. ALL AGREED.

It was noted that the project will now be implemented by Admin in consultation with the Early Learning Teachers. The design currently shows mulch as fill. SM confirmed that a quote is being received for both mulch and sand recognising that the Early Learning Teachers have requested a preference for sand to prevent the sand and mulch being mixed throughout the playground.

Ship Shape Project – money has been received and will be entered into the general budget as an allocated cost item. We are already 3 months into a 2 year project. Aiming to get the project implemented by Sept 2022, school holidays.

Spider playground proposal may be considered as one of next year's P&C budget.

Playground Committee to remain to support the projects to co-ordinate busy bee's as required and as contract holders for the Ship Shape project progress this in due course.

TRAFFIC COMMITTEE

NS has continued to be in touch with the council. Fines were issued to drivers parked in no standing zones. The two cars permanently parked in street bays on the southern end of Francisco Cres have now been moved. JO mentioned the three builders cars parked on the street despite the solid white line at the bend on Hardy St near Centennial Park which NS will follow up on.

SM organized the year 6's to conduct another Hands Up Survey as part of the Your Move survey and noted that the majority of parents still drive their kids to school, even on a sunny day.

Principal's Report

See attached report. Discussions related to SM updates include:

Surf Online Safe – parents that attended found it very useful. The content has been different each year. Additional notes related to the session were circulated to the 30 parents that attended. JM/SM to review the information to determine if any of it is appropriate/ permitted to be circulated to all parents via either Connect, the website or the newsletter.

Book Week – it was noted that many parents still feel the burden of preparing the kids costumes and that the winning costumes were mostly those made by the parents. It was proposed that for next year students that make their own costume receive a raffle ticket to go into the draw for prizes.

Interschool cross country and Mass Choir – it was noted how well behaved the BCPS students were compared to all the other schools.

Correspondence

Requests via the suggestion box:

- To remove 'For the Love of God' from the School Creed – Admin noted this request and advised that the School Creed is under review.
- To permit after school activities by third parties on school premises. Admin have noted this request which has been discussed at previous meetings.

General business

1. Blue Container Deposit bins - Can glass be accepted in the container deposit bins – SM confirmed yes it can.
2. Alternatives to Kids A-Z App for next school year. Admin noted that a number of teachers are trialing Reading Eggs and the staff and student feedback so far has been very positive. Based on verbal feedback TO indicated that the junior school teachers didn't find Kids A-Z as useful. Senior school teachers were more supportive of it. IW mentioned that Reading Eggs also includes a math's program which is much more user friendly than Mathletics. Admin to look into the cost of Reading Eggs further and establish how many students have been actively using the Kids A-Z App.
3. P&C members and school staff to consider items that they may want funded in the next school year for discussion at the next meeting. SM requested that the P&C consider funding an electronic roller door for the assembly area to reduce manual handling and improve security issues. SM to provide a quote for

4. Incoming committee for 2022 – the 5 year plan proposed a handover period for incoming members to assist with transition. This has not been discussed yet so it proposed for consideration at the next meeting.

26 October 2021 - General Meeting

8.42pm





Principal's Report P&C T3 – W7

32 Hardy Street
Bull Creek Western Australia 6149
Tel: 08 6216 4400
Email: bullcreek.ps@education.wa.edu.au

Surf Online Safe

Thank you to the P&C for funding Paul Litherland to teach the students and parents about online safety and navigating the digital world.

Book Week

Thank you to Mrs Williams for organizing the Book Week dress up parade, Miss Philips for being MC and the judges for making the hard decisions. Most importantly thank you to the P&C for providing the book vouchers.

One Big Voice

The students and staff enjoyed a great day out at Perth Arena. The students made us feel very proud as their behaviour and performance was outstanding.

Interschool Cross Country

Thank you Mrs McCarthy, Mrs Simon & Mr Pember for taking the students to the Interschool Cross Country. The students performed well with some taking out places, but most of all they all enjoyed the experience and are thinking of tactics for next year.

Faction Carnivals

We are excited and hoping for good weather for the Faction Carnival days next week. The students have been training hard and are looking forward to two great days. The program will go out on Connect this week.

Surveys

The school has just conducted the National School Opinion Survey. We are still collating results and will let you know some areas of interest.

Fathering Project

The school is grateful that the P&C is paying for this initiative. Forty-seven fathers completed the Fathering Project Survey and thirty-five want to be part of the project. These results are exciting. Flyers will go out for the launch with the Father's Day gifts. Thank you to Erin and the team for coordinating this. We are hoping our launch is going to be very successful. Mr Ellis is going to be leading this project with the Fathers.

Staffing

We have had a few staffing changes this term due to staff illness. Next term we will have further changes due to staff taking their scheduled Long Service Leave. Parent letters will be sent out to the particular classes involved.

P&C Colour Run

The students, parents and staff are all looking forward to the Colour Run on the last day of term, it will be a fun afternoon. The Colour Run will be straight after lunch until the end of the day. Students will go back to class at the end of the day ready to be dismissed. A big thank you to the P&C for coordinating this event.

Sharon Marchenko

Bull Creek Primary School P&C Association

Treasurer's Report as at 31st July 2021

General P&C Account

Cash Book Reconciliation

Cash Book Balance as at		31 July 2021	
(as per attached Bank Account Reconciliation)		\$	72,930.72
<i>Less</i>	Working Capital requirement	\$	(6,000.00)
<i>Subtotal</i>		\$	66,930.72
<i>Less</i>	Committed Funds:		
	Swimming caps	\$	(200.00)
	Kindy area playground refurbishment	\$	(14,499.55)
	Music banners	\$	(500.00)
	Paul Litherland	\$	(1,500.00)
	Fathering Project	\$	(1,000.00)
	Year 6 graduation	\$	(800.00)
	Fabrics for athletic's flags	\$	(30.00)
<i>Subtotal</i>		\$	(18,529.55)
Funds available for allocation:		\$	48,401.17

Income and Expenditure Statements

The P&C is reporting a year-to-date operating profit, before donations, of \$26,190.13 as at the date of this report.

The significant income in July was the P&C Voluntary Contributions, which we received \$9,510.

We also received \$1,885 from the Stainless Steel Pegs fundraising. After cost of \$1,128, we made \$757 in profit.

We donated \$2,291.19 to the library, bringing our total donations to school this year to \$10,542.46.

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
Library	\$ 2,291.19	Jul-21
TOTAL	\$ 10,542.46	

Bull Creek Primary School P&C Association Treasurer's Report as at 31st July 2021

Canteen Account

Cash Book Reconciliation

Cash Book Balance as at 31st July 2021 (as per attached Bank Reconciliation): **\$16,025.65**

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

Income & Expenditure Statements

The canteen is reporting a year-to-date operating profit of \$4,354.40 as at the date of this report.

The canteen started trading on Thursday from Term 3 2021.

The small loss of \$292.52 was due to 2 weeks term break.

Thanks to all the volunteers.

Appendices

NB: All reports listed are as at 31st July 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 31st July 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	2.31						14.46	29.69
Sales - Uniform Shop (cash)		1,010.00	247.00			462.00	205.00						1,924.00	4,913.50
Sales - Uniform Shop (online)	3,269.00	2,553.50	1,415.00	225.00	1,388.00	652.00	969.00						10,491.50	13,948.00
Sales - Uniform Shop (cards)		6,174.14	1,749.63	434.09	691.88	967.09	726.55						10,743.38	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	1,885.00						10,753.05	1,222.21
Fund Raising (cards)			374.57										374.57	0.00
Sundry/Misc.													0.00	0.00
P & C Voluntary Contribs							9,510.00						9,510.00	9,300.00
Assembly Tea & Coffee													0.00	0.00
Total Income	3,290.40	9,832.05	5,996.76	1,037.35	5,317.94	5,066.60	13,297.86	0.00	0.00	0.00	0.00	0.00	43,838.96	38,338.38
Expenses														
Fundraising Costs			1,005.98		523.98	2,098.60							3,628.46	77.40
Uniform - Costs			3,589.08	2,794.00		3,304.84	1,524.33						11,212.25	26,412.00
Uniform - Refunds													0.00	0.00
Audit Fees													0.00	0.00
Miscellaneous			60.20		70.00	1,169.37	149.73						1,449.30	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 Clq Commissions	90.45	70.22	46.49	6.19	38.17	17.93	26.65						296.10	326.80
Squares Fee		117.32	32.82	8.25	13.16	18.37	13.80						203.72	147.63
Total Expenditure	90.45	187.54	4,734.57	2,808.44	645.31	7,468.01	1,714.51	0.00	0.00	0.00	0.00	0.00	17,648.83	28,709.26
Profit & (Loss)	3,199.95	9,644.51	1,262.19	-1,771.09	4,672.63	-2,401.41	11,583.35	0.00	0.00	0.00	0.00	0.00	26,190.13	9,629.12
Donations to School			2,251.27			6,000.00	2,291.19						10,542.46	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	9,292.16	0.00	0.00	0.00	0.00	0.00	25,647.67	3,961.08
Cash Balance @ End of Mth	50,483.00	70,127.51	69,138.43	67,367.34	72,039.97	63,638.56	72,930.72							

Jul 2021

Account Number
016268 219732927

[illegible]

Expenditure Summary

Income Summary		
Cash Sales	\$	1,060.15
Interest	\$	-
Miscellaneous	\$	-
Online Sales	\$	4,783.80
Card Sales	\$	-
Other	\$	-
	\$	-
	\$	-
	\$	-

Expenditure Summary	
Wages	\$ 978.66
Food Purchase	\$ 3,630.94
Equipment	\$ -
Petty Cash	\$ 700.00
Taxation	\$ -
Miscellaneous	\$ 693.00
Superannuation	\$ -
QC Commission	\$ 133.87
Card Refunds	\$ -

Total outgoings for month : \$ 6,136.47

Unpresented Cheques:

Cash Book Balance : START OF MONTH	\$ 16,318.17
Plus Receipts (Income)	\$ 5,843.95
Less Payments (Expenditure)	\$ 6,136.47
Cash Book Balance : END OF MONTH	<u>\$ 16,025.65</u>

[illegible]

Bank Balance : END OF MONTH	\$ 16,025.65
Less Unpresented Cheques	\$ -
Plus Outstanding Deposits	\$ -
Total (Required to equal cash book balance)	<u>\$ 16,025.65</u>

YES

Comments:

Outstanding Deposits:

Outstanding Deposits:	
Description	Amount

Bull Creek Primary School Canteen
Monthly Income Statement for Year Ending 31st December 2021
Current to: 31st July 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	1,060.15						7,987.20	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	4,783.80						28,166.10	33,698.80		
Card Sales													0.00	0.01		
Other													0.00			
Total Income	0.00	3,139.70	7,338.00	4,212.00	7,886.40	7,833.25	5,843.95	0.00	0.00	0.00	0.00	0.00	36,253.30	84,227.01		
Expenses														% sales	% sales	
Food Purchases		50.00	2,497.98	3,477.12	2,279.07	3,476.19	3,630.94						15,411.30	43%	20,827.25	150%
Petty Cash - Food	400.00	200.00	900.00	300.00	700.00	700.00	700.00						3,900.00	11%	5,100.00	37%
Wages		517.92	2,810.87	885.55	1,832.21	2,240.64	978.66						9,265.85	26%	25,359.66	183%
Wages - Taxation				200.00		204.00							404.00	1%	726.00	5%
Superannuation				332.74		486.86							819.60	2%	2,052.71	15%
Workers Comp Ins													0.00	0%	399.00	3%
Equipment						218.00							218.00	1%	257.40	2%
Miscellaneous Fees etc			94.50		299.00		693.00						1,086.50	3%	412.65	3%
Quick Cliq Commission		79.16	141.34	97.63	189.19	172.46	133.87						793.65	2%	945.02	7%
Card Refunds													0.00	0%	0.01	0%
Total Expenditure	400.00	847.08	6,444.69	5,293.04	5,279.47	7,498.16	6,136.47	0.00	0.00	0.00	0.00	0.00	31,898.90		56,079.70	
This Year																
Profit & (Loss)	Month	-400.00	2,292.62	893.31	-1,081.04	2,606.93	335.10	-292.52	0.00	0.00	0.00	0.00	4,354.40		28,147.31	203%
	Year to Date	-400	1,893	2,786	1,705	4,312	4,647	4,354								
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	5,845	5,863	2,348	-1,330		28,147.31	203%
	Year to Date	-360	1,779	576	-4,506	5,633	7,812	12,753	15,402	21,247	27,129	29,477	28,147			