



P&C AGM MINUTES

Bull Creek Primary School Parents and Citizens Association

14 March 2022 at 6.30pm at Dome, Deep Water Point & via Teams

In Attendance

Amanda Green (AG), Dilshad Dhaliwal (DD), Helen Britza (HB), Hari Kirupanather (HK), Janelle Osenton (JO), Julie McCarthy (JM), Martin Lau (ML), Melissa Turner (MT), Michelle Cronin (MC), Nicky Stott (NS), Olivia Watling (OW), Sharon Marchenko (SM), Tracey Owen (TO), Wendy Angelatos (WA)

Apologies: Ana Haynes (AH), Chris Hodson (CH), Gabriela DePerna (GD), Erin Curnow (EC), Ivonne Whitehouse (IV), Jessie Jiang (JJ), Luke Lewis (LL), Lydia U (LU), Rachel King (RK), Kylie Aitken (KA), Samilha Olwan (SO)

Approval of Minutes

Previous minutes approved. Motioned by WA, seconded by HK

President's Report

Provided in writing prior to the meeting.

2021 was a busy and very productive year for the P&C with lots of opportunities resulting from Covid restrictions being lifted and welcoming Sharon Marchenko as our new Principal. It has been a pleasure to be part of the P&C Committee.

Thank you so much to the Committee and the 10 people that regularly attend the P&C meetings. We hope to continue to grow on the success of 2021 and have more parents assist in 2022.

A huge thanks must go to our reliable and hardworking Canteen Manager, Kylie Aitken, her assistant Carrie Keagan and all the regular volunteers who give up their time regularly to help in the canteen. The Canteen has had a very successful year, introducing a 4th day to ordering, new menu items and recess being included on Quickcliq which has been very popular.

Thank you to Sharon, Julie and Tracey for being so supportive of the initiatives and issues raised by the committee and being hands on and helping out at each of our events including the election day sausage sizzle, colour fun run and busy bee.

Particular thanks to Cecilia Kevan as Vice President for all her time, effort and support over the last few years, and to Janelle Osenton as Secretary, who has taken on more than the role requires by applying for many grants

over the year and being successful in most. To Martin and Vyanne Lau for their reliability supporting the canteen and in the Treasurer role for over 3 years and finally Amanda Green for coordinating the fundraising committee and staffing the uniform shop every Monday morning.

We had 27 individuals that have contributed between 50-300 volunteer hours each this year which included attending meetings, events, planning, fundraising and tirelessly juggling work, kids and contributing to building our school community. We truly value each of your input.

There were many firsts this year including:

- the launch of the Fathering Project
- our first Colour Fun Run raising over \$5,000
- a busy bee to refresh the school grounds,
- upgrade to the kindy/pp playground and
- the introduction of a 5-year plan and budget.

We secured grants of approximately \$30,000 including: \$19,550 from the City of Melville, \$8,000 from the Waste Authority, \$1,000 from Stockland's and \$800 from the Department of Transport. And donations of approximately \$5,000 in goods (Woolworths & Bunnings) and funding support particularly from the Honourable Dr Jags Krishnan, MLA for Riverton.

We received commissions from businesses supported by the school including Scholastic Book Club, Gilberts Fruit & Veg in Willetton, Entertainment Book, Brightstar Labels and the Container Deposit Scheme.

A huge thank you to everyone that contributed to the P&C this year, particularly the tireless committee.

Treasurers' Report

See attached report.

We are in a very strong financial position coming into this year. There is approximately \$11,000 in unallocated funds, plus an expected income of \$10,000 in voluntary P&C fees. This \$21,000, in addition to the \$17,079 already allocated to ipads means that we can meet all of the P&C's expected expenses in 2022 (\$37,239) without any additional fundraising.

Any fundraising in 2022 will contribute to the large funding items required in 2023 such as the spider playground and faction marquees.

Committee Reports

BOOK CLUB

Our book club sales accumulated \$1510 Rewards throughout the year.

We redeemed \$640 Rewards in class and student vouchers and another \$180 Rewards will be redeemed by students and classes this year.

We made a donation of \$686 Rewards to our school library in December

This year, we have started with our first order of \$1208 which earned us \$241.60 in rewards

At the moment, our rewards balance sits at \$432.90

Considerations for 2022

- We have requested that Nola sends photos of books she receives from the Book Club Points, to help promote the value of book club.
- We need more boomerang bags. We use between 40-50 bags each order, and a lot of these are never returned unfortunately. Discussing an alternative packaging option would also be appreciated.
- We need more volunteers for the distribution day. One more volunteer would be great just in case I could not be available on the day to help Lauren. Lauren has been fantastic last year and she's happy to help this year, but we will always need at least two people to give out the books.

MC & DD have organised a collection of plastic bags which can be passed on to SO.

DD has offered to be the additional volunteer to assist with book packing and distribution this year.

CANTEEN

The canteen has had a very successful year under the guidance of Kylie the Canteen Manager.

In 2021 the canteen employed a Canteen Assistant, Carrie Keegan. We also commenced a Thursday service. The main challenge has continued to be recruiting stable volunteers particularly as some long time volunteers had their last child leaving the school at the end of last year.

The canteen has continued to provide a service to Bateman Primary School on a Wednesday. Kylie is still liaising with Rossmoyne about a Tuesday service and there is likely to be a trial in Term 2.

It is hoped that Kylie and Carrie will continue in their roles for the remainder of this year. However we need to be aware that Kylie's has been undertaking the role for a long time, and her son Ryan is in year 6 this year. While it is hoped that she will continue we may need to consider a replacement for next year.

OW has offered to undertake a weekly canteen volunteering role this year. There were 2 new weekly volunteers that have offered their services via the Just One Thing Flyer, along with a number of continuing regular volunteers, particularly Vyanne Lau. It is hoped that these regular volunteers will ease some pressure of filling the canteen volunteering positions this year.

UNIFORM SHOP

Provided in writing prior to the meeting

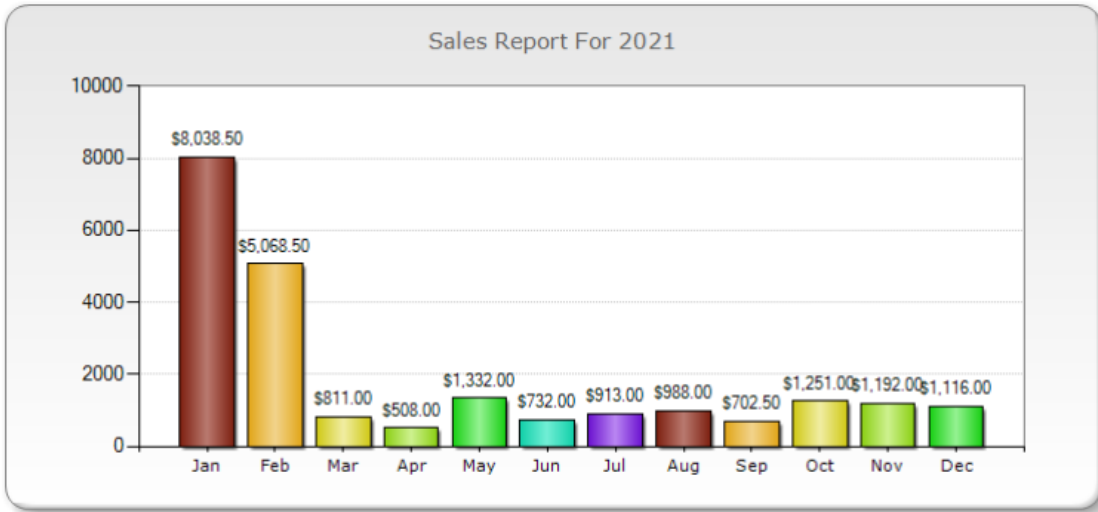
Steady sales, a lot of new families have joined us in 2022, however sales figures are similar to last year.

We are waiting on a few sizes to arrive and have had some disgruntled families. Quantity estimates were made based on Quickcliq (forgetting the walk in sales made via Square).

In 2021 the school board approved jumpers and 2 colour reversible bucket hats. We still haven't ordered the hats as we are waiting for the factions to be named. Size 4 jumpers are now in circulation as we have no zip-up fleecy jumpers in size 4 left. All other sizes will be ordered in jumpers as the zip fleecy jumper stocks reduce. The tracksuit (sport style) jacket will remain in stock. There has been a request for school shorts in a different fabric (cooler, less thick, less fade fabric). AG will get some information to present to the board in the coming weeks.

Total 2021 turnover = \$42,438.73.

See following graphs for month to month sales.



← Sales Report ↗

2022

All Devices, vs Previous Year

1D 1W 1M 3M 1Y

GROSS SALES ⋮

2022	Previous Year
\$5,995.52	\$19,786.23

Month	2022 Sales	Previous Year Sales
Feb	\$1,116.00	\$5,068.50
Apr	\$508.00	\$811.00
Jun	\$732.00	\$913.00
Aug	\$702.50	\$988.00
Oct	\$1,251.00	\$1,192.00
Dec	\$1,116.00	\$1,116.00

SALES BY PAYMENT TYPES

Total Collected	\$5,995.52
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Card	\$5,389.52
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Cash	\$606.00

FUNDRAISING COMMITTEE

The Fundraising Committee had one of its most successful years yet with many events breaking previous income records. This is partly in thanks to the huge effort from Amanda Green who chaired the committee this year and put in numerous hours to coordination and individual fundraisers -particularly the very successful Colour Fun Run.

Thank you also to the other Fundraising Committee members who are always the first to arrive and last to pack up at events – particularly Nicky Stott, Michelle Cronin, Chris Hodson, Helen Britza, Erin Curnow, Ivonne Whitehouse, and Sarah Hodson and Olivia Watling who continued to make a significant contribution despite not being on the committee this year.

The following table outlines the fundraising achievements this year.

Event	Funds Raised	Other Notes
Election Day Fundraiser	\$1379	Sold approx. 200 bacon & egg rolls & 250 hotdogs
Easter Colouring Competition	\$328	
Mothers Day Stall	\$1,813	410 gifts sold
Movie Night	\$1,640	
Disco	\$2,971	Approx 200 junior school & 100 senior school kids
Colour Fun Run	\$5,064	
Peg fundraiser	\$757	Total income \$1885 minus costs \$1,128
Celebration Night	\$2,361	Sold 140 hamburgers, 47 vegetarian hamburgers and 340 hotdogs
Fathers Day Stall	\$1,758	
Total	\$18,071	

At this stage the fundraisers for 2022 are on hold, however the committee is looking into some non-contact fundraisers and is hoping that some fundraising events will be able to be conducted later in the year.

Event proposed include:

- Election Day cake stall/bbq (TBC)
- Mothers Day event (Fri 6 May)
- Disco (Fri 24 June)
- Fathers Day event (Fri 2 Sept)
- Movie Night (Fri 18 Nov)
- Celebration Night bbq (Tues 13 Dec)

PLAYGROUND COMMITTEE

Provided in writing prior to the meeting

Busy Bee

A busy bee was organised by the Playground Committee on Saturday 26th June. It was a big success with materials donated by Bunnings O'Connor and funding from Dr Jags MLA to offset the other materials including the sausage sizzle lunch.

Works included painting the undercoats for the basketball court wall, repainting the hopscotch, four square lines etc around the walkways, timber coating the play equipment in the large playground and kindy/pp playground area, adding some equipment into the kindy/pp play area, including refreshing some of the gardens.

Thanks go to the 38 adults and 27 kids working hard to give the school grounds a refresh. In addition, a big thanks to Rachel King, Deb McFarlane and Sharon Marchenko for organising and lending a big helping hand.

Kindy/PP Playground Works

The largest contribution by the committee was to the upgrade to the kindy/pp playground area at a cost of \$33,920 plus \$1,500 for the design plans. The Playground committee met a number of times throughout the year to obtain initial quotes and designs. Ultimately the funding was allocated to Admin who engaged Programmed to undertake the project management including obtaining quotes, confirming and coordinating the works. Thank you to Rachel King for her tireless work pursuing the playground quotes and design elements. Thank you also to Sharon Marchenko for ultimately taking the lead and ensuring the works were implemented in a timely manner.

The Playground works were conducted 24th November – 9th December. The students are enjoying the nature play elements including the river bed during this hotter weather.

The bike path, which is partially funded through a Your Move Grant, is being constructed this week as a separate piece of work to improve the kindy/pp playground area.



Ship Shape Project

\$19,550 was received through the City of Melville Project Robin Hood grant process. Due to other priorities for administration, and a purchase limit for contractors any work on this project implementation is being delayed until September 2022, which will leave 10 months to plan, engage, implement and complete any works.

TRAFFIC COMMITTEE

The traffic committee never formally met, therefore it is being disbanded for 2022. There were a number of issues raised as part of the Traffic Committee's scope including:

- The need to undertake a traffic survey at Benningfield Drive to determine whether to justify an application for a cross walk attendant.
- The need to promote sustainable transport:
 - to ensure we get to keep the traffic attendant located at Parry Avenue
 - to reduce traffic flow to keep the students safer and reduce congestion during pick up/ drop off time
 - to gain points via the Your Move program to offset the costs of bike safety training and alternative transport infrastructure
- The need to monitor and raise awareness of correct traffic procedures around the school to promote safety and efficient traffic management during peak times.

During the year the school collected enough Your Move Points to obtain a grant for the bike path in the Kindy/PP area. We have also earned 556 points to offset some Constable Care bike training costs (Two classes attending requires 738 points excluding bus costs). Points are earned through conducting hands up surveys, carrying out sustainable transport initiatives in the school and reporting on them on the website.

In addition the President, Nicky Stott, admin and some other parents, monitored traffic activities speaking to parents that weren't obeying the traffic management practices, and sent messages via Connect.

In the absence of a traffic committee it is hoped that the year 6 Sustainability Champions, and the allocation of Danni Difonzo to sustainability activities will take the lead on promoting sustainable transport. Issues will continue to be raised at P&C General Meetings on an ad-hoc basis if required.

Principal's Report

See attached report.

Elections

President – Nicky Stott.

Vice President – Martin Lau.

Treasurer – currently vacant – to be advertised asap. The person who indicated they would do this role unfortunately withdrew just prior to the meeting. Note the Lydia U has indicated she will assist the Treasurer with bank runs, cash counts and other admin as required. Martin has been liaising with her.

Secretary – Janelle Osenton.

Executive Committee Members:

1. Amanda Green - Uniform Shop Coordinator
2. Helen Britza – Fundraising Committee Coordinator
3. Samiha Elwan – Book Club Coordinator

Committees:

Canteen –Kylie Atkin, Carrie Keegan, Olivia Watling and Martin Lau

Uniform – Amanda Green, Nicky Stott and Janelle Osenton

Book Club – Samiha Elwan, Lauren Hortin and Dilshad Dhaliwal

Fundraising – Helen Britza, Amanda Green, Chris Hodson, Erin Curnow, Michelle Cronin and Olivia Watling

Playground – Janelle Osenton, Hari Kirupanather, Olivia Watling and Helen Britza

Fathering Project -Luke Lewis, Martin Lau, Chris Hodson, Hari Kirupanather, Scott Britza, Mark Green.

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. However she may not attend all meetings.

All detailed discussions should occur at the sub-committee meetings and then a summary brought to the General Committee meetings. All decisions should be formally ratified at the general committee meetings. Significant, controversial or issues which affect activities on the school grounds or within the school's operations should be raised with SM and the school administration prior to the meeting if possible. This includes issues relating to the Canteen.

Appointments

1. Appointment of Honorary Auditor: NS to follow up with Cheryl Williams whether her or her husband can undertake an audit of the P&C books this year.
2. District Council Representative – No one expressed an interest
3. Delegates to the WACSSO Conference – No one expressed an interest
4. P&C Representative on the School Board – The school has advertised for board representatives. The nominations closed today. Admin will review the applications and approach any nominees. It is not required to have a P&C representative on the School Board.
No one on the committee expressed an interested in standing for the Board.
The P&C requested that the nominees be encouraged to join the P&C.

General business

1. Draft 5 year plan – the document outlines the key issues for the P&C over the coming 5 years, particularly a 5 year budget and action items. Last years 5 year plan had the majority of actions fully implemented and a number of actions partially implemented. The current plan is based on last years with a few updates. The committee were broadly supportive of the content and didn't have any changes or recommendations. SM wanted more time to consider the document therefore it will be carried over to the next meeting. She suggested the addition of after school activities and the need for a closer working relationship between Bull Creek LOSCII and the P&C.
WA commented on the value of the photos and community contribution message these provide. She recommended that the document, once approved, be put on the school's website as it makes the P&C look fun.

The P&C are to look into the type of apps that other schools use to streamline online forms and put a recommendation to the school.

Gabriela DiPerna is happy to assist in implementing the action relating to aged care facilities working with our 4- 5year olds. JM has also discussed this with GD. It is on hold until Covid settles down.

2. Volunteer Recruitment and Retention
Approximately 20 Just One Thing flyers have been returned to date, this doesn't include many P&C Committee Members or Class Representatives so its not a full reflection of the volunteer contribution. TO recommended that the flyer be re-sent once Covid settles down.

The Committee AGREED to add an option to the Just One Thing Flyer, that if parents weren't able/interested in volunteering that they consider an additional voluntary contribution to P&C school fees, especially given that fundraising events would be reduced this year. JO will update the flyer and work on being able to electronically complete and return the form.

A number of people had volunteered as class reps. The class reps should use the existing networks, or 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.

The nominated class reps are outlined below:

Class Reps		Nominated	Teacher
w10 Koalas	kindy	Ana Haynes	Rachel King
W9	LDC	Hayley Hope-Johnson	Hayley Hope-Johnson
W8	K/PP	Janelle Osenton	Tracey Abbott
W7	PP	Melissa Turner	Sue Toner
W5	Yr 1	Dilshad Dhaliwal	Sue Bolton
W6	Yr 1	Dilshad Dhaliwal	Wendy English
W3	Yr 2	Amanda / Janelle	Sarah Sinclair
W4	Yr 2 / 3	Nicky Stott	Kaali-Anne Austin
W2	Yr 3	Olivia Watling	Sarah Tloczek
W1	Yr 3		Yvonne Lai (T1) Suzy Hutchin (T2-4)
S4	Yr 4	Amanda Green	Nicol Piani
S6	Yr 4 / 5	Gabby Di Perna	Carmen Pinker
S5	Yr 5	Olivia Watling	Natasha Francis
B4	Yr 5 / 6	Wendy Angelatos	Amanda Allier
B5	Yr 6	Wendy Angelatos	Sandy Simon (Wed-Fri) Rob Hofmeester (Mon/Tue)
B6	Yr 6	Wendy Angelatos	Brooke Phillips

Business arising from previous minutes

1. Nil

Correspondence

No significant correspondence received.

AOB

NS ask SM if she'd consider re-introducing Fit Club since its an outdoor activity. SM will consider it.

Next Meeting

10 May 2022

Meeting Closed

7.43pm



32 Hardy Street
Bull Creek Western Australia 6149
Tel: 08 6216 4400

Principal's Report P&C AGM – 2022

Review Of 2021

2021 was a year of change and new beginnings at Bull Creek Primary. Mrs Marchenko entered the school with a new vision and embraced community engagement.

The P&C were very active hosting many special events, activities and fundraising throughout the year. The P&C facilitated their inaugural Colour Fun Run and it was a great success. The Busy Bee was very productive with many families turning up to help improve our school grounds.

The P&C funded the nature playground and bike path in the early childhood area and the students are loving this new play space. The extended bike path works are scheduled for Friday 18 March.

Thank you to Janelle for your hard work to win the school the Waste Wise Grant and the Your Move Grant. The students will benefit from the grants this year.

The Canteen Manager and Principal have been liaising with some local schools about expanding our lunch service to them in 2022. The canteen and its volunteers are managed by the Canteen Manager who is employed by the P&C, however it is governed and works under the school's guidelines and policies.

The P&C supported the implementation of the Fathering Project which was a huge success. The school hosted many events throughout the year for the Dad's and their children. The Pizza & Plane night and the Camp Out were two very popular events. We hope to continue this year once COVID settles down.

I would like to thank our outgoing 2021 P&C members and express gratitude for their hard work and valuable time they gave to the school.

2022

2022 has started with many disruptions the first being the ceiling and air conditioning replacement program. All classrooms now have new ceilings and lights which look amazing however, this did create a lot of work for staff at the end of 2021 and at the start of 2022. Tradespeople were in the classrooms working a few days prior to students starting the year. This left the staff with little time to set up their classrooms.

COVID

This year has started with multiple COVID interruptions including parents only permitted to be onsite for drop off and pick up, staff, parents and students in years 3-6 wearing masks, mass gatherings cancelled, restricted year group playing and eating areas and ensuring hygiene practices are adhered to and much more. This ever-

changing landscape is growing momentum each week as the virus spreads throughout the community. We are now in Phase 5 Guidelines and are in the very high caseload setting.

Timetable

The student timetable was changed this year to utilize valuable learning time. The timetable structure changed learning blocks to one hour periods giving the students

more productive and longer learning sessions in the first half of the day. The staff and students have provided positive feedback around this change. The student lunch time break was modified, however everyone has adjusted with ease.

On-Entry Assessment

The Early Childhood staff have been completing the On-Entry with students in Pre-primary and Year One. This assessment provides teachers and families with valuable information about each student's literacy and numeracy skills. The data informs and guides the teaching and learning programs. The Department is keeping the testing site open until the end of the term due to COVID interruptions.

Reading Rangers

Ms Owen will resume this program when restrictions and guidelines relax, and students can mix across cohorts.

Digital Technology

The P&C provided funding for a class set of iPads for the Digital Technology room. These are on order and hopefully will arrive soon. The school is very grateful to the P&C for funding this expense which will benefit students across all grades.

Parent Meetings

Some parents have had face-to-face parent meetings based on student needs. Staff have made many phone calls and emails with parents as this is the preferred option of communication and contact, whilst we are in this COVID phase.

Crazy Dress Up Day

On Thursday 3 March the prefects hosted the crazy Dress Up day. They raised \$499 which will go towards the school gift. A suggested idea is seating for the Year 6 eating area.

Religious Education

CRE is cancelled at the moment until further notice. Lessons will resume on Monday mornings from 8.35am – 9.05am when COVID restrictions are lifted.

Chaplain

The school's new Chaplain will start on 15 March 2022. Her name is Pauline Hough and she has been part of the Bull Creek community for many years. The Chaplain is a valuable resource and staff member for the students, staff and community.

Triple P Positive Parenting

Jon Heath, our School Psychologist is facilitating the three-week Positive Parenting Program. These sessions are held online this term and can be found on our website.

<https://www.bullcreekps.wa.edu.au/student/health-well-being/triple-p/>

Seminar 1: The Power of Positive Parenting

Next session **Wednesday 9th March 2022 @ 6pm-7:30pm**

Seminar 2: Raising Confident, Competent Children

Next session **Wednesday 16th March 2022 @ 6pm-7:30pm**

Seminar 3: Raising Resilient Children.

Next session **Wednesday 23rd March 2022 @ 6pm-7:30pm**

Nurse - Kindergarten Screening

Our new school nurse Linda Kavanagh will be conducting screening from Week 6 – 10 this term. She will be working at the school on Tuesdays and Thursdays to capture all kindergarten students.

Business Plan

This school is finalising the Business Plan for 2022-2024. It will be going to print very soon.

School Public Review

This term's school review has been cancelled and will be rescheduled for later in the year.

School Board Nominations

The school is looking for new parent representatives to take up positions on the School Board. Nomination expression of interest went out on Connect last week.

I look forward to working with the new incoming P&C executive team for 2022 and hope we have a productive year that benefits all students and the Bull Creek community.

Kind regards

Sharon Marchenko

Principal