



P&C MINUTES

Bull Creek Primary School Parents and Citizens Association

2 August 2022 at 6.30pm via Microsoft Teams online

In Attendance

Teams: Ana Haynes (AH), Amanda Green (AG), Helen Britza (HB), Janelle Osenton (JO), Nicky Stott (NS), Martin Lau (ML), Maria Masilang (MM), Julie McCarthy (JM), Olivia Watling (OW), Tracey Owen (TO)

Apologies: Dilshad Dhaliwal (DD), Hari Kirupanantler (HK), Ivonne Whitehouse (IV), Kylie Aitken (KA), Melissa Turner (MT), Michelle Cronin (MC), Rachel King (RK), Samiha Elwan (SE), Sharon Marchenko (SM),

Approval of Minutes

Previous minutes approved. Motioned by ML, seconded by AG.

Business Arising from Previous Minutes

1. LOSCII – SM has spoken to LOSCII and will continue to liaise with them in the lead up to the 2023 school year.
2. Fathers day – Friday 2nd September 7.30am – 8.30am, a bbq with bacon & egg rolls, in the new canteen undercover area. Kids artwork to be placed up (same as the disco artwork). If nice weather the wooden activity sets can be set up on the grassed area near the nature play garden.
\$500 already approved in the budget to buy bbq items (*will cater for approx. 200-215 bacon & egg rolls*).
Actions:
 - Admin to consider whether they might have an open classroom that morning for dads to look around with their kids.
 - ML to develop a flyer promoting the event and put a note out on connect and WhatsApp
 - ML RSVP's to be collected via WhatsApp to assist with catering/planning. Depending on numbers will determine whether any rolls are available for the students.
 - Mums – to assist with preparing & cooking the bbq on the morning.
3. Laternenlauf – Wednesday 21 September – week 10, same week as colour fun run. Katharina liaising with AG, HB & JM regarding quantities, order of events etc. Planning to do meals before and meals after the walk, with ordering done via QuickCliq. HB to check what stores are available of serviettes,

trays etc in the P&C shed, after the cake stall and fathers day, to see if any can be used for Laternlauf. If additional items are needed they can be bought from Jollis (High Rd Willetton) or Campbells Wholesale, the FAL equivalent in Canning Vale.

4. Budget Priority Item- Admin has indicated the priority is the spider playground replacement, rather than the assembly roller door or upgrade to the snack shack for the psychologist/chaplin. The spider playground can be tied in with the Ship Shape project work. Planning won't commence until term 4 due to other school priorities. JO has circulated the Spider Playground playground costs & alternatives. AH indicated she wouldn't support the swinging net option as they cause too many injuries. All agreed to continue with the spider playground as the priority item.

President's Report (NS)

Thank you to the Fundraising committee who have been busy planning events.

Treasurers' Report (ML/JO)

See attached report which was circulated prior to the meeting. Thanks Maria.

The canteen has had some big food expenses setting up for Rossmoyne and start of term. The cash had not been banked in time for this report (\$1218.10 banked for canteen and \$700 for uniform shop and \$500 other cash). Lydia will try to bank it prior to month end in the future but she'd been away. We'll still need to monitor canteen cash flow over the term.

General account: additional \$3912 still needs to be put back into allocated funds for ipad peripheries totaling \$17,097.

The voluntary donations have been received, \$8,250. Usually it is over \$9000 dollars so JO suggested we do a push for additional donations. P&C Executive to determine preferred approach (ie Connect, Newsletter, Whats App, FB). TO to check that we are allowed to request it this year, last year we weren't due to COVID but she felt this year it would be ok.

\$29,500 available. As there are other fundraising events happening this year ML didn't think we'd need to partition the voluntary contribution off in preparation for next year's spends.

Note: as part of these minutes \$8000 allocated to uniforms, \$3192 to ipads, \$1,500 to tear drop flags = approx. \$16,800 unallocated

Committee Reports

BOOK CLUB (AH/JO)

SE is overseas, \$821 in credit in the account. She has approved 19 x \$20 book vouchers (\$380) for the Bull Creek's Got Talent show. The talent show recordings have already been done. They will be shown next week with the vouchers presented then.

The orders have been strong the last two rounds. AH is arranging to get the password from SE so that there is a backup person that understands and has access to the ordering process. Lauren will also get access to this.

CANTEEN (KA via email)

Term 3 started off very busy, opening 5 days a week. Rossmoyne had 151 orders over 2 days (Tues & Thurs) their first week and 182 the second week. Bateman ordered 104 the first week and 121 the second week (Wed). The canteen is doing over 500 orders a week.

The new items on the menu are popular with the return of some old favourites. Some food items are still limited due to supply issues which is frustrating but they are working around it.

The old oven warmer/pizza grill has stopped working. It is an essential item so KA and OW are trying to find a suitable replacement. The canteen budget is still stabilizing with the additional schools & paid staff time so it was agreed to approve \$1,500 to buy a replacement item, rather than buying a more expensive/ larger alternative.

An additional regular volunteer is needed fortnightly on a Friday for the packing shift 11.15- 1.15pm.

KA to organise a Connect notice regarding the new opening hours, menu and a call for volunteers.

Admin to confirm if the Canteen can have its own private Canteen Facebook page for Bateman, Rossmoyne and Bull Creek so that they can post images of the food, any supply issues, calls for volunteers etc. to improve communication and orders with the new schools on board.

UNIFORM SHOP (AG)

We have run out of hats, so kids are being encouraged to wear any wide brimmed hat until the new hats arrive which should only be a few weeks away.

AG requesting approval of \$4,000 for 200 new faction t-shirts. It is a 3 month wait and there is a minimum of 200 to be ordered. This should be 2.5-3 years of stock. Previous order was done 3 years ago.

New reversible faction hats also have a minimum of 200 orders = approx. \$3,000 with a 4 month delivery time.

All agreed to fund the new faction shirts and reversible hats. AG requested that JO & NS check the order prior to her submitting it.

Note: JO & NS have checked the order. We've agreed to 200 faction shirts (\$3,790) and 260 hats (\$4,006), expecting at least 150 to be sold when hats arrive and then 12-18 months of stock – total budget is \$8000 but it won't need to be paid until stock arrives.

There is a regular volunteer in the uniform shop currently, however a volunteer is needed for next year.

FUNDRAISING COMMITTEE (HB)

Disco – on this Friday coordinated by Sarah Montgomery, OW and AG. Planning coming together. Sarah has arranged artwork from Mrs Perna and will put it up first thing in the morning with help from any volunteers. Chris will set up the BBQ. HB and LW doing the hot chocolate stand and other 'winter treats'. NS arranging the float from Lydia and Square readers. Suggested that a 'set' price be entered into the Square for entry, a hot dog and hot chocolate to reduce the number of transactions. Vouchers would need to be available. Nic

Gascoigne is the DJ. She has arranged a disco ball and it will be interactive. JM stated that a smoke machine is not permitted incase it triggers asthma.

Wise Winery Fundraising – very easy. \$520 was raised. May do it again in November ready for Christmas, if we are allowed. Would not do the letterbox drop next time but encourage people to circulate it to family and friends.

Colour Fun Run – powders have arrived. Have contacted the fire brigade re: bringing a fire truck. Would like as many large super soakers as possible. Will start later than at about 2pm. Will switch to this once the Disco and Father's Day planning is done.

PLAYGROUND COMMITTEE

Ship Shape Project – no progress, delayed due to other priorities for Admin this term including Pubic School review and NQS verification visit. JO has re-emailed the Ship Shape task list, plan and budget as requested by SM.

Busy Bee – Admin still to confirm if additional tasks are wanted by teachers, Tad, Leeanne. OW to do a stocktake of P&C shed to determine which items are there and what we still need to get for the next busy bee. Playground Committee due to meet in week 6.

FATHERING PROJECT

Nothing to report other than Fathers day preparation.

Principal's Report

See attached report.

Correspondence

- Fremantle Language Development Centre – Fri 14 October Development Language Disorder Free Dress Day – requested \$320 for the year 3 big day out.
Admin have spoken to the Year 6 coordinator and decided that we could not add another free dress day as those days and funds were already allocated. P&C decided not to fund this initiative due to the small number of students benefiting from the funds. But we are keen to be very inclusive of the LDC students in all of the school's activities and build relationships where we can.
- City of Melville – Canteen Health Inspection Certificate received, and health licence fees paid.
- Associations & Charity Branch, Consumer Protection – Worksafe WHS laws apply to volunteers as of 31 March 2022.
- WACSSO Insurance update & membership confirmation received

General business

1. Sports gazebos, tear drop stands and netball/football uniforms.
Mr Tisdale has requested 4 new sports gazebos in the new faction colours, with logos and faction names on them. Tear drop flags in the faction colours and names have also been requested. Netball and football

uniforms were requested – they need to be unisex and in a range of colours. A price has not been provided for these items.

The faction tents are \$1255 each x 4 = \$5020

Tear drop banners are \$307 x 4 = \$1227

On confirmation of this quote the price had gone up slightly.

The committee supported printing the tear drop banners - approving \$1,500.

NS is looking into a Healthway, or other grant, to see if the tents and/or sporting uniforms could be covered through a grant.

2. PEAC and Music program/ assessments

JM - PEAC assessment results will be available in Term 4. The top 1% of students across the area are accepted into the program, it is not based on numbers by school. Our school catchment is fairly wide but different subjects are offered at different schools.

School of Music is different to the Education Department. There were concerns that students have to commit in year 3 to an instrument they have had no exposure to, and if they drop out others don't get a chance to access that instrument. There were also concerns about the quality of the teaching/ engagement between the teacher & student. NS & AG to write to the School of Music regarding the P&C's concerns. Violin and viola in year 3, and now we have clarinet available, along with cello and guitar in year 4.

3. Your Move – grant

Next grant fund due to open soon, first in best dressed. Committee agreed that JO should bid for scooter racks if we can.

4. Bring Your Own Device (ie tablet/laptop).

BYOD will start next year for year 3s. They will be the only group next year. The following year the new year 3's will buy a device and it will be year 3's and 4's rolling out from there. This is a successful program in other schools and the school will be consulting soon with the year 2 parents about it.

Next Meeting

30 August 2022

Meeting Closed

8.13pm



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

Principal's Report P&C T3 – W3

COVID Updates

COVID has still been challenging this term in terms of relief and student absences. A new wave is expected in the next few weeks so the school will run with some of Term 2 procedures including virtual assemblies.

Bike Education

The students have been enjoying the Bike and Road Safety weekly lessons on our dedicated course behind the canteen. Thank you to Janelle, Mrs McCarthy and Mrs Allier for organizing this three-week program for our students. This will help us earn more Your Move points for our school.

Public School Review

Our School Review is booked in for Thursday 13 October Term 4 - Week 1. The administration team will be working on preparing documents in the next few weeks which means our workload is heavy and we need to focus and prioritise. Some executive members of the P&C will be interviewed as part of the process.

NQS Verification Visit

The school has a scheduled National Quality Standard Verification Visit on 21 September. The K-2 staff are working hard preparing for the visit.

Cross Country

The event went ahead with no issues and we were lucky with the weather. Thank you to Ben and Julie for your hard work training and assisting with all the preparation.

Bull Creek Has Got Talent

Thank you to Tracey for coordinating this creative event for the students to express and demonstrate their amazing talent. Thank you also to Julie for co-judging and Tim for filming. There was a grand total of 19 finalists and the staff and students thank and acknowledge the P&C for providing \$20 book vouchers for each finalist.

PEAC Testing

Thank you to Julie for organising the PEAC testing today. Due to student absenteeism Julie will schedule another time with the appropriate staff and students.

BYOD Program

Next year the school is implementing the Bring Your Own Device (BYOD) Program for all Year 3 students. Mrs Louise Twist and Mr Scott Davies will host a Parent Information Evening on Thursday 1 September at 6pm.

Faction Requirements

Ben has asked if the P&C could fund four new faction colour tents and four teardrop banners with our new faction names. It will cost approximately \$8000 and if approved tonight they can be ordered and delivered before the Faction Carnival. He has also requested new football and netball jerseys for next year's winter carnival.

Ship Shape & Busy Bee

Currently, the school has an enormous workload and would like to defer discussion and organisation of these items after the Public School Review Term 4 Week 1. Thank you for your understanding and support at this extremely busy time.

Kind regards

Sharon Marchenko

Principal

2/8/22

Bull Creek Primary School P&C Association

Treasurer's Report as at 31 May 2022

General P&C Account

Cash Book Reconciliation

Cash Book Balance as at		31 May 2022	
(as per attached Bank Account Reconciliation)		\$	90,045.69
<i>Less</i>	Working Capital requirement	\$	(6,000.00)
<i>Subtotal</i>		\$	84,045.69
<i>Less</i>	Committed Funds:		
	Swimming caps	\$	(200.00)
	Kindy area playground refurbishment	\$	(33,920.00)
	Ship Shape Nature Circuit (due July 2023)	\$	(19,550.00)
	Year 6 graduation	-\$	800.00
	Administration costs	-\$	1,000.00
	Fees (Quickcliq, Square, Insurances, Affiliation)	-\$	2,500.00
	SignUp membership	-\$	200.00
	Celebration night book vouchers (Endeavour Awards)	-\$	360.00
	Fathering Project Membership	-\$	1,000.00
	Busy Bee Materials	-\$	1,000.00
	Fathers Day - activities	-\$	500.00
	Paul Litherland	-\$	750.00
	Sculpture Walk	-\$	250.00
	Constable Care Bike Training	-\$	2,500.00
<i>Subtotal</i>		\$	(64,530.00)
Funds available for allocation:		\$	19,515.69

Note:

Swimming caps - still required?

Income and Expenditure Statement

The P&C reports a year-to-date operating profit of \$9,325.71 as at the end of May 2022. This was boosted by \$1,434.65 profit from the Mother's Day stall. Election BBQ income and expenditures are not yet incorporated in this month's report and will be included next month.

Thanks to all the lovely people who took the time to participate in our Mother's Day and Election BBQ Fund Raising. I am confident that the Election BBQ Fund Raising in addition to the successful Mother's Day stall will further improve P&C's financial position.

Donations from the P&C to Bull Creek PS in 2022

Items	Amount	Month
iPads	\$13,167.00	Apr-22

**Bull Creek Primary School P&C Association
Treasurer's Report as at 31 May 2022**

To date total payment made to school for Ipad is \$ 13,167.00.

Canteen Account

Cash Book Reconciliation

Cash Book Balance as at 31st of May (as per attached Bank Reconciliation) is \$18,005.59.

Income & Expenditure Statement

The canteen's monthly profit for May is \$ 1,805.52 which brings the year-to-date profit to \$1,834.37.

Total expenses this month includes \$ 1,477.00 for equipment comprising \$950.00 and \$ 562.00 for the purchase of freezer and laptop, respectively.

Appendices

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

Month

May 2022

Account Numbers

016268 219732919, 016268
219732935

Date	Details	Income Value (\$)	Income Category	Cheque Number	Outgoing Value (\$)	Outgoing Category
General Account - 016268 219732919						
3/05/22	Uniform Sales - Card	\$ 268.01	Uniforms - Cards		\$ 5.11	Squares Fee
	Voluntary Contributions	\$ 60.00	Voluntary Contribs			
	Uniform Sales - Cash	\$ 405.00	Uniforms - Cash			
6/05/22	Uniform Sales - Online	\$ 143.00	Uniforms - Online		\$ 4.56	QC Commission
9/05/22	Uniform Sales - Card	\$ 73.38	Uniforms - Cards		\$ 1.40	Squares Fee
	Mother's Day Stall	\$ 1,434.65	Fund Raising - Cash			
13/05/22	Uniform Sales - Online	\$ 105.00	Uniforms - Online		\$ 3.35	QC Commission
16/05/22	Uniform Purchase - Aussie Grown				\$ 401.78	Uniforms - Costs
17/05/22	Uniform Sales - Card	\$ 175.26	Uniforms - Cards		\$ 3.33	Squares Fee
	Michelle Cronin- Trestle Table				\$ 118.00	Miscellaneous
20/05/22	Uniform Sales - Online	\$ 434.00	Uniforms - Online		\$ 13.84	QC Commission
22/05/22	Uniform Sales - Card	\$ 762.22	Uniforms - Cards		\$ 14.49	Squares Fee
24/05/22	Uniform Sales - Card	\$ 137.58	Uniforms - Cards		\$ 2.62	Squares Fee
25/05/22	Bull Creek Primary-Ipad				\$ 3,167.00	Bull Creek Primary
27/05/22	Uniform Sales - Online	\$ 238.00	Uniforms - Online		\$ 7.59	QC Commission
28/05/22	Uniform Sales - Card	\$ 142.66	Uniforms - Cards		\$ 2.71	Squares Fee
31/05/22	Uniform Sales - Card	\$ 119.24	Uniforms - Cards		\$ 2.28	Squares Fee
Savings Account - 016268 219732935						
29/04/22	Credit Interest	\$ 0.67	Interest			

Income Summary

Interest	\$ 0.67
Facilities Room	\$ -
Miscellaneous	\$ -
School Banking Comm.	\$ -
P & C Subs.	\$ -
Fund Raising - Cash	\$ 1,434.65
Fund Raising - Cards	\$ -
Uniforms - Cash	\$ 405.00
Uniforms - Online	\$ 920.00
Uniforms - Cards	\$ 1,678.35
Voluntary Contribs	\$ 60.00
Morning Teas	\$ -

Total income for month : \$ 4,498.67

Expenditure Summary

Fund Raising	\$ -
Uniforms - Costs	\$ 401.78
Uniforms - Refunds	\$ -
Bull Creek Primary	\$ 3,167.00
Pre primary	\$ -
Audit	\$ -
Miscellaneous	\$ 118.00
Insurance	\$ -
Petty Cash	\$ -
QC Commission	\$ 29.34
Squares Fee	\$ 31.94

Total outgoings for month : \$ 3,748.06

Account Reconciliation

Cash Book Balance : START OF MONTH	\$ 89,295.08
Plus Receipts (Income)	\$ 4,498.67
Less Payments (Expenditure)	\$ 3,748.06
Cash Book Balance : END OF MONTH	\$ 90,045.69

Represented by:

Bank Balance : END OF MONTH	\$ 90,045.69
Less Unpresented Cheques	\$ -
Plus Outstanding Deposits	\$ -
Total (Required to equal cash book balance)	\$ 90,045.69

Is account correctly reconciled ?

YES

Unpresented Cheques:

Date	Cheque No.	Amount

Outstanding Deposits:

Description	Amount

Bullcreek Primary School
Canteen Statement



Month

May 2022

Account Number
016268 219732927

Date	Details	Income Value (\$)	Income Category	Cheque Number	Outgoing Value (\$)	Outgoing Category
3/05/22	Canteen Sales - Cash	\$ 46.80	Cash Sales			
	Canteen Sales - Cash	\$ 1,103.00	Cash Sales			
6/05/22	Canteen Sales - Online	\$ 673.10	Online Sales		\$ 23.32	QC Commission
	Canteen Sales - Online	\$ 1,318.20	Online Sales		\$ 42.05	QC Commission
9/05/22	Canteen Sales - Cash	\$ 598.60	Cash Sales			
10/05/22	Petty Cash - Load & Go Card				\$ 400.00	Petty Cash
	Kylie Atkin - Wages				\$ 1,306.25	Wages
13/05/22	Canteen Sales - Online	\$ 574.30	Online Sales		\$ 19.90	QC Commission
	Canteen Sales - Online	\$ 1,138.40	Online Sales		\$ 36.31	QC Commission
16/05/22	Snow Sushi				\$ 657.00	Food Purchase
	Food Purchases Brownes \$345.83				\$ 1,536.93	Food Purchase
	Just Pizza \$900.50					
	The Distributors \$290.60					
20/05/22	Canteen Sales - Online	\$ 683.20	Online Sales		\$ 23.67	QC Commission
	Canteen Sales - Online	\$ 1,128.30	Online Sales		\$ 35.99	QC Commission
24/05/22	Olivia Watling - Wages				\$ 363.10	Wages
	Petty Cash - Load & Go Card				\$ 400.00	Petty Cash
	Ocoavit - Laptop				\$ 562.00	Equipment
	Ocoavit - Freezer				\$ 915.00	Equipment
	Kylie Atkin - Wages				\$ 1,093.00	Wages
30/05/22	Canteen Sales - Online	\$ 632.80	Online Sales		\$ 21.93	QC Commission
	Canteen Sales - Online	\$ 1,389.60	Online Sales		\$ 44.33	QC Commission

Income Summary

Cash Sales	\$ 1,748.40
Interest	\$ -
Miscellaneous	\$ -
Online Sales	\$ 7,537.90
Card Sales	\$ -
Other	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Expenditure Summary

Wages	\$ 2,762.35
Food Purchase	\$ 2,193.93
Equipment	\$ 1,477.00
Petty Cash	\$ 800.00
Taxation	\$ -
Miscellaneous	\$ -
Superannuation	\$ -
QC Commission	\$ 247.50
Card Refunds	\$ -

Total income for month : \$ 9,286.30

Total outgoings for month : \$ 7,480.78

Account Reconciliation

Cash Book Balance : START OF MONTH	\$ 16,200.07
Plus Receipts (Income)	\$ 9,286.30
Less Payments (Expenditure)	\$ 7,480.78
Cash Book Balance : END OF MONTH	\$ 18,005.59

Represented by:

Bank Balance : END OF MONTH	\$ 18,005.59
Less Unpresented Cheques	\$ -
Plus Outstanding Deposits	\$ -
Total (Required to equal cash book balance)	\$ 18,005.59

Is account correctly reconciled ?

YES

Comments;

Unpresented Cheques:

Date	Cheque No.	Amount

Outstanding Deposits:

Description	Amount

Bull Creek Primary School Canteen
Monthly Income Statement for Year Ending 31st December 2022
Current to: 31 May 2022

Income	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD	Last Yr Total
Cash Sales		628.65	2,366.10		1,748.40								4,743.15	19,482.85
Interest income													0.00	0.00
Miscellaneous		95.00											95.00	200.00
Online Sales		5,712.40	6,427.10	5,255.30	7,537.90								24,932.70	62,232.40
Card Sales													0.00	0.00
Other													0.00	0.00
Total Income	0.00	6,436.05	8,793.20	5,255.30	9,286.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29,770.85	81,915.25
Expenses														
Food Purchases		335.00	5,606.59	3,934.53	2,193.93								12,070.05	39,244.39
Petty Cash - Food	400.00	400.00	900.00	400.00	800.00								2,900.00	7,700.00
Wages		1,197.00	4,126.97	1,642.19	2,762.35								9,728.51	22,464.35
Wages - Taxation				557.32									557.32	1,960.00
Superannuation				288.00									288.00	2,381.92
Workers Comp Ins													0.00	0.00
Equipment					1,477.00								1,477.00	218.00
Miscellaneous Fees etc		95.00											95.00	1,605.15
Quick Cliq Commission		188.43	211.73	172.94	247.50								820.60	1,841.47
Card Refunds													0.00	0.00
Total Expenditure	400.00	2,215.43	10,845.29	6,994.98	7,480.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27,936.48	77,415.28
This Year														
Profit & (Loss)	-400.00	4,220.62	-2,052.09	-1,739.68	1,805.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,834.37	4,499.97
	-400	3,821	1,769	29	1,834									
Transfers (to)/from general account														
Last Year														
Profit & (Loss)	-400	2,293	893	-1,081	2,607	335	-293	133	1,884	276	859	-3,005	4,499.97	23%
	-400	1,893	2,786	1,705	4,312	4,647	4,354	4,487	6,371	6,646	7,505	4,500		

0