



**WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS AND CITIZEN'S ASSOCIATION INC
2021 AGM Minutes**

AGM Agenda

Tuesday February 23rd 2021

6:30pm to 7.00pm

WDPS Library

1. Open and Welcome President

2. Attendance:

Executive committee:

Kitty Prodonovich (President), Tina Van Maanen (Vice President), Alice Mrazek-Scriven (Treasurer), Alana Sizer (Secretary).

School/Public

Anne Christodoulou (Principal), Janelle Klymovich Roxanne Pappas (Brooke Wilson, Leigh McCarthy, Rachel Wenham, Janine Abbott, Brooke Greene, Michael Hanes, Nita Allan, Matt Turnball Selina Lyon, Anna Cathcart, Clare Sigrist, Tam Bourne, Rachel Clegg, Dave Thew

Apologies:

Belinda Jacklyn, Tracey Nichols

3. Minutes President

No minutes to confirm as the December 1st 2020 minutes will be confirmed during the regular P&C Meeting immediately following the AGM.

4. Reports

4.1 2020 P&C Report Kitty Prodonovich President

2020 was a year like no other. Little did we know as we gathered for our AGM on March 9th that life as we knew it was about to be turned upside down. The impact of COVID 19 has been and continues to be, broad and far reaching. We acknowledge that it was stressful year and are extremely grateful for the extra efforts everyone in our community made in so many ways.

Despite the ever changing circumstances, 2020 was a very productive and rewarding year for the P&C with a high level of engagement from our whole school community, brilliant contributions from all committee members and very positive outcomes. With our major funding focus of completing the final stage of the Naturescape Project and continuing with the classroom upgrades, we are proud that we were able to fund and complete these along with other worthy projects throughout the year.

The building of the Nature Playground in the Early Childhood Learning Centre was a landmark achievement and saw the finalisation of the Naturescape Project. The P&C contributed \$32,900 in 2020 to fully fund and build this final stage. It is a brilliant addition to our school, and we know it is well loved and well utilised by the kids. A big thank you to every single person who contributed to the Naturescape Project over the past 8 years – it has been a monumental effort by so many people and is a legacy project we can all be proud of. A special thank you to **Belinda Jacklyn** for her excellent stewardship of this project over the past 3 years to see it to fruition.

We were also able to contribute \$16,000 to continue with our Classroom Upgrades, funding additional furniture and equipment for rooms 3,4 and 13. The school also contributed \$8,000 to these upgrades and we look forward to hopefully being able to complete the remaining classrooms over the next 12 to 24 months.



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Other projects and activities we funded in 2020 included the Year 6 Veggie Garden Project, the Year 6 Drama Production, the staging of the Christmas Concert and the Year 6 Graduation activities. In total the P&C contributed \$59,000 towards these projects and activities, which is quite remarkable in a year where our fundraising activities were limited.

We also continued to provide opportunities for families and our kids to engage and connect with each other including our Welcome to the Community Picnic and official Playground opening at the start of the year and hosting stalls at the concert and faction carnivals. COVID 19 restrictions meant that we could not hold as many community connection events as we had originally planned, and we hope that 2021 will see us be able to do this more often.

In 2020 we held a Protective Behaviours Workshop that was well attended, informative and valuable. Thank you to our committee member **Janine Abbott** for organising this important workshop on behalf of the P&C.

We also registered as a virtual donation point for the Containers for Change Program which will encourage our whole community to recycle whilst raising funds for the P&C. A big thanks to **Darcy Bosch** for all her efforts in getting this set up.

The Floreat Lions Club made contact with us in August and very generously donated just over \$4,000 which was used to purchase three large red shade marquees to be used whenever shade with our school logo is needed! A big thank you to the Floreat Lions Club for this excellent donation and to **Tina Van Maanen** to organising the quotes and delivery of the final product.

We also submitted an application for a Manned Children's Crossing for Hale Road at the request of our community who live south of Hale Road. Thank you to **Letty Miller** and **Nita Allen** for your expert assistance in completing the required survey. The application is now in, and we expect to hear more about how it is progressing over the coming months. We will keep the community posted.

2020 was also another year of strong Governance for your P&C with our new constitution being officially accepted, Terms of Reference endorsed for our sub-committees, a Committee Meeting Code of Conduct put in place and a financial audit completed. We continued our membership with WACSSO, our governing body to ensure we are up to date and well informed on all aspects of running an effective P&C with strong Governance framework in place.

We continued utilising TidyHq as our communication and information storage platform and thank **Michael Haynes** for his IT expertise and guidance. This platform ensures all P&C information is stored in a central location for all committee members to access and is a great resource.

All of our subcommittees had a great year and worked very hard, in often trying circumstances to deliver services and activities to support our whole community:

Uniform Sub Committee Janelle Klymovich Co-Convenor

The Uniform Committee had another busy year with almost 600 orders! The shop was closed for the majority of the year due to COVID-19 restrictions, but this significantly increased online sales with 70% of orders made on Schools24.



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We updated the embroidery on the Leavers shirts to align with faction and staff polos and were pleased that the shirts arrived just in time for delivery on the last day of Term 4.

Our relationship with suppliers has further strengthened and we have streamlined the ordering process and timeframe through the implementation of a new sales/stock tracking sheet.

Massive thanks for the hard work and dedication of our wonderful Uniform Committee volunteers: **Clare Sigrist** (Co-Convenor), **Tracey Nichols** (Treasurer) and **Sarah Brown** (Volunteer).

Canteen Sub Committee Rox Pappas Canteen Convenor

Well, it was an unusual year that's for sure. Our canteen opened, school catering orders accepted, and then we were closed. Thankfully the school, when they reopened were able to reschedule some postponed events, some of which we were able to cater for, including the zoo excursions and the sports carnival. In general, the canteen opened when we were we able to, providing our children with yummy recess and lunch orders. Our P&C continues to fund our amazing canteen but without volunteers we can't function. In 2020 we only had a total of 6 people volunteer for the whole year – so we would love any suggestions as to how we can get more volunteers to keep our wonderful canteen going in 2021.

Events & Fundraising Sub Committee Tam Bourne Co-ordinator

2020 proved to be a tricky year for events and fundraising. We unfortunately missed some fundraising opportunities, and some events were not able to be conducted to their full capacity due to COVID 19 restrictions.

We did however find new ways of doing things, like having our student councillors run the Mother's & Father's Day stalls. This worked extremely well, and I would like to thank them and the teachers for their hard work and commitment to this. I believe this will be the way we continue running these stalls in the coming years.

We had a fabulous response to our melamine plate fundraiser along with the Eagle Bay beer & wine drive. Whilst we weren't able to organise the popular Easter raffle this year, we were blown away by the amount we received for our Christmas raffle. A big thank you to our school community and local businesses that very generously donated to this. AMAZING!!

A special shout out to **Nita Allan** for always helping out when needed & for the many hours you put in coordinating cake stalls & the raffle, thank you. To the parents, grandparents & carers who made things happen by baking, making or buying, selling, cooking or setting up we thank you for your continued support and we appreciate all that you do.

The Fathering Project (WD-40's) Sub Committee Matt Turnbull Co-Convenor

The WD40's co-leaders **Chris** and **Matt** are looking forward to keeping the group going into 2021 and to recruit more dads both into the leadership group and participating. We will let everyone know of our plans for 2021 later in Term 1 once it is known what activities can be organised. Separately several of the dads will be



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focused on introducing the YourMove transport program and investigating bike infrastructure around the school.

We are proud to report that we have a very strong and collaborative relationship with the school staff and administrators, and their support of our P&C has been very much appreciated and has made a big impact into what we have been able to achieve. A big thank you to our previous Principal **Lincoln Day** and **Michelle Leeming, Annette Hodder, Laura Mickler** and **George Tolev** for their active contributions and also to **Kerry, Vicki** and **Catherine** for always helping us out.

To our amazing committee. Each and every person has contributed strongly and made a big difference. We truly are a P&C that likes to get things done whilst making it enjoyable. Thank you to everyone for their contributions, time and generous spirit. A special thank you to our Sub-committee convenors and Co-ordinators – **Tam Bourne, Janelle Klymovich, Clare Sigrist, Rox Papas,** and **Matt Turnbull** for their dedication and tremendous work. They all just get it done!

A very special thank you too, must go to our wise and calming Vice President **Tina Van Maanen**, our extremely hardworking Treasurer **Alice Mrazek- Scriven** and our very efficient and always positive Secretary **Alana Sizer**. All three fab women did a brilliant job, were very supportive and kept everything running smoothly and effectively.

We also wanted to say a great big thank you to the ever organised, super awesome **Tam Bourne** who is stepping down from the committee this year and from her role as Fundraising and Events Sub Committee Co-ordinator. Thank you Tam - you are always so generous in your time, efforts and contributions. You have made a genuine positive difference for our kids and the whole community.

Finally, we thank everyone who has supported the P&C throughout 2020 and look forward to a strong year of achievement, activities, engagement and connection in 2021.

Kitty Prodonovich

President

AGM 2021

4.2 Presentation of the 2020 Financial Reports Treasurer

- Present signed solvency declaration
- All financial reports – Main P&C, Canteen and Uniform (Starting on Pg. 7)
- Audited/Reviewed 2019 Financials (Attached as a separate document)

4.3 2020 Principal's Report Michelle Leeming Deputy Principal

The 2020 school year started on a positive note with the P&C organising a community event to open the Nature Playscape on February 19, 2020; a fabulous addition to enrich our school environment.

The Year 2 excursion to Penguin Island was held in early March along with the Year 6 visit to Parliament House before things changed very rapidly for all of us.

With the prospect of school closure and the switch to online learning, school life became vastly different, with daily adjustments as new information was provided.



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During this time, the staff and parents were incredibly supportive, working cooperatively to support our students through the changing times, and over the course of the year; continuing to provide as many great experiences as possible for our students.

The P&C support for the school was outstanding. Some of the highlights include:

- The playground upgrade in the early childhood area of the school
- Stalls and sausage sizzles at the Faction Carnival and Interschool Carnival
- Support for the Year 6 Drama Production, the Garden Project and Graduation
- The Christmas Concert staging and stalls
- Mother's Day and Father's Day stalls

The second half of the year proved to be busy as we packed in the events that had been rescheduled along with those already planned. These included:

Camps and Excursions

- Dampier Camp Year 6
- Pinjarra Camp Year 6
- Rottnest Camp Year 5
- Zoo Camp Year 4
- Swan Valley Adventure Centre Day Trip Year 3
- Rottnest Day Trip Year 1
- Zoo Day Trip Pre-Primary
- Swan Valley Cuddly Animal Farm Kindergarten

Incursions

- Edudance
- Taiko Drumming
- Constable Care

School Events

- Starlight Concert
- Choir Concert
- Year 6 Drama Production
- Book Week activities
- Class Assemblies – many online
- Faction Athletics Carnival
- Interschool Athletics Carnival
- Cross Country
- Parent Open Night
- Christmas Concert

While some events like One Big Voice, Swimming Lessons and the Swimming Carnival had to be cancelled due to the COVID restrictions, the staff, the P&C and the school community as a whole, are to be commended for their commitment, hard work and generously giving their time across the year to make it the best it could be for all our students.



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In Term 4 2021, Mr Lincoln Day, the Substantive Principal won a position as Principal at Wickham Primary school. A selection process was conducted for the position, and we welcomed Miss Anne Christodoulou as the new Principal commencing in 2021.

Having a supportive and hardworking P&C makes an incredible contribution to the culture of a school. I would like to thank all the parents who contribute so much time and effort to the school, you are very much appreciated.

I would also like to thank all our dedicated staff, School Board members, students, and families, for all their support across the year. It was a year we will all remember for so many reasons.

Michelle Leeming
Deputy Principal
WDPS

5. Elections (nominations to be taken from the floor during the meeting)

5.1 Office Bearers

President: Kitty Prodonovich
Vice President: Tina Van Maanen
Treasurer: Alice Mrazek-Scriven
Secretary: Alana Sizer

5.2 Executive Committee Members (no less than three positions held, please note that each sub-committee must contain a member of the executive, which includes office bearers)

Executive Member 1: Claire Sigrist
Executive Member 2: Roxanne Pappas
Executive Member 3: Brooke Wilson

5.3 Sub-Committees

Canteen Sub Committee

Co-Convenor: Roxanne Pappas
Co-Convenor: Not filled
Canteen Treasurer: Alice Mrazek-Scriven, Vice Treasurer: Michael Hanes

Events and Fundraising

Co-Coordinator: Brooke Wilson
Co-Coordinator: Leigh McCarthy

Uniform Shop

Co-Convener: Janelle Klymovich
Co-Convener: Claire Sigrist
Uniform Shop Treasurer: Tracey Nichols

Fathering Project

Co-Coordinator: Matt Turnbull
Co-Coordinator: Not filled

All above positions have been moved by Alice Mrazek-Scriven and seconded by Roxanne Pappas, moved unanimously.

5.4 School Board Representative: Belinda Jacklyn



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6. Committee Roles (no voting required, looking for committee Members to take these roles on)

6.1 Governance & WACSSO representative: Tina Van Maanen

Ensures the committee are adhering to correct governance. Attend or appoint a delegate to attend the 2020 WACSSO conference, distribute WACSSO information to committee, source WACSSO training opportunities

6.2 Funding & Grants Co-ordinator/s: Brooke Greene and Anna Cathcart

Research and apply for funding and grants on behalf of the P&C relevant to agreed projects or activities.

6.3 Workshop and Parent Info event Co-ordinator: Janine Abbott

Researching topics and sourcing presenters for information workshops put on by the P&C.

6.4 Containers for Change Co-ordinator/Champion

Monitor the C4C bins at the school, liaise with our service provider and look for opportunities to promote and raise awareness of the program both within the school and to our whole community.

6.5 IT & Communications: Michael Hanes

Assist with ongoing IT and communication needs, including managing the Tidy HQ platform and content.

6.6 General Committee Members

Member 1: Anna Cathcart

Member 2: Dave Thew

Member 3: Nita Allan

Member 4: Selina Lyon

Member 5: Tam Bourne

Member 6: Rachel Clegg

6.7 Co-Vice President: Not filled

As per our constitution, we can only have one elected Vice President, however we are looking for someone to fill this role to work alongside the current President and Vice President with a view to becoming the President in 2022.

7. Appointments

7.1 Appointment of Auditor/Reviewer for the 2020 Financial Statements to be completed by May 31st 2021: Shirley Godfrey

7.2 Confirmation of all signatories from the P&C Committee: Kitty Prodonovich, Alice Mrazek-Scriven, Tina Van Maanen, Alana Sizer (main account). Tracey Nichols, Alice Mrazek-Scriven, Kerry Blechynden, Kitty Prodonovich (uniform account). Roxanne Pappas, Kitty Prodonovich and Kerry Blechynden (Canteen account).

7.3 Appointment of additional signatory: Kerry Blechynden

8. General Business

8.1 Confirmation of the current terms of reference for each sub-committee. (P12 to 18)

8.2 Confirmation of the current P&C Meeting Code of Conduct (Page 18)

8.3 Any AGM general business from the room

9. Meeting Close

Next P&C Meeting Tuesday February 23rd 2021 7.00pm in the School Library



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2020 AGM Financial Reports

**WEMBLEY DOWNS PRIMARY SCHOOL
PARENTS & CITIZENS ASSOCIATION (INC)**

BALANCE SHEET AS AT 31 DECEMBER 2020

	Main 2020	Canteen 2020	Uniform 2020
<u>ACCUMULATED FUNDS</u>			
Balance sheet brought forward	15,494.37	2,999.62	49,108.28
Surplus/(deficit) for the year	(5,034.29)	8,593.79	11,730.25
	10,460.08	11,593.41	60,838.53
Represented by:			
<u>CURRENT ASSETS</u>			
Cash at bank			
- Current account	4,970.23	10,146.56	32,077.73
- Everyday Mastercard		337.70	
- Uniform Stock			42,668.47
Total assets	4,970.23	10,484.26	74,746.20
<u>CURRENT LIABILITIES</u>			
Current liabilities	0.00	0.00	1,054.35
- Accounts Payable	0.00	0.00	1,054.35
Net current assets	4,970.23	10,484.26	73,691.85



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Solvency Statement Declaration

We, the Executive Committee of the WDPS P & C
Parents and Citizens Association Inc. declare, at an Executive Committee meeting
held on 23/02/2021, that having reviewed and considered the
Associations' current and projected financial position, in the Executive Committee's
opinion the Association is solvent and there are reasonable grounds to believe that
the Association will be able to pay its debts as and when they become due and
payable.

Signed by the P&C President on 23/02/2021 (date), on behalf of the
Executive Committee of the Wembley Downs Primary School
Parents and Citizens Association Inc.

P&C President signature

P&C President full name

CATERINA PRODONOVITCH



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**WEMBLEY DOWNS PRIMARY SCHOOL
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STATEMENT OF INCOME & EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2020

	2020
INCOME	
Donations	\$ 216.50
Fund raising	\$ 15,466.93
Christmas Concert	\$ 1,612.25
Entertainment Book	\$ 2,118.88
Melamine Plates	\$ 1,552.00
Father's Day Stall	\$ 3,047.50
Mother's Day Stall	\$ 3,060.00
Sports - Faction Carnival	\$ 1,766.30
Eagle Bay Brewing	\$ 2,310.00
Protective Behaviours	\$ 135.00
Dept of Infrastructure Grant	\$ 5,000.00
Lions Club Donation	\$ 4,304.00
P&C Contributions	\$ 31,661.00
Uniform Shop	\$ 35,490.18
Canteen	\$ 66,200.65
Total Income	\$ 158,474.26
EXPENSES	
School Expenditure	
Classroom Upgrades	\$ 16,000.00
Drama Production	\$ 3,000.00
Garden project	\$ 2,054.27
Insurance	\$ 435.67
PB Workshop	\$ 550.00
Naturescape	\$ 26,310.20
Prizes	\$ 100.00
Marquees	\$ 4,303.53
Mothers/Fathers Day Costs	\$ 2,270.20
Christmas Concert & Stall	\$ 3,168.38
Y6 Graduation	\$ 2,000.00
Welcome Picnic	\$ 390.35
Tidy HQ	\$ 588.00
WACSSO affiliation fees	\$ 647.12
Uniform Shop	\$ 23,759.93
Canteen	\$ 57,606.86
Total Expenses	\$ 143,184.51
(Deficit)/surplus for the year	\$ 15,289.75



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Wembley Downs Primary School P&C
Treasurer's Report
31 December 2020

	Cheque #	Date	Income	Expenses	Cheque A/C Balance	
Opening Balance for 2020 - Bank statement		31/12/2019			16,127.22	
Bel Jacklyn - Natuescape costs	840	21/01/2020		(102.20)		
Dept of Infrastructure - Grant		22/01/2020	5,000.00			
			5,000.00	(102.20)	21,025.02	Rec to Jan 31 balance
Mel Smith - Gardening Reimburse	839	4/02/2020		(54.27)		
Coffee Van - 1st Day		5/02/2020	100.00			
Entertainment Book Commission		28/02/2020	1,610.00			
			1,710.00	(54.27)	22,680.75	Rec to Feb 28 balance
Katie Turner - Christmas Stall		9/03/2020	108.10			
Tam Bourne - Welcome Picnic Reimburse	847	12/03/2020		(390.35)		
Canteen Funds deposited to wrong account		28/03/2020	648.55			
			756.65	(390.35)	23,047.05	Rec to Mar 31 balance
No April Transactions						Rec to April 30 balance
Smart Ideas - Mothers Day Products	849	5/05/2020		(1,202.00)		
Clare Sigrist - Reimburse Christmas Stall	845	8/05/2020		(168.38)		
WDPS - P&C Contributions		12/05/2020	24000.00			
WDPS - Mothers Day Stall & Tea towels (\$3k & \$60)		12/05/2020	3060.00			
			27,060.00	(1,460.38)	48,646.67	Rec to May 31 balance
Kitty Prodanovich - Reimburse stickers from 2019	846	29/06/2020		(308.00)		
Canteen Funds deposited to wrong account - from March	850	29/06/2020		(648.55)		
WACSSO Fees	851	29/06/2020		(647.12)		
			0.00	(1,603.67)	47,043.00	Rec to Jun 30 balance
Entertainment Book Commission		31/07/2020	272.00			
			272.00	-	47,315.00	Rec to Jul 31 balance
Bear Memories - Fathers Day	852	18/08/2020		(978.20)		
WDPS Natuescape Final (ECE)	853	25/08/2020		(15,000.00)		
2020 Subs		31/08/2020	16.50			
			16.50	(15,978.20)	31,353.30	Rec to Aug 31 balance
WDPS - P&C		15/09/2020	3861.00			
Carnival Stalls - KT		23/09/2020	1305.00			
Carnival Stalls - KT		23/09/2020	461.30			
WDPS - Nature Play (Final)	854	25/09/2020		(10,900.00)		
WDPS - Garden Project	857	25/09/2020		(2,000.00)		
Protective Behaviours tx		30/09/2020	80.00			
Tidy HQ	856	30/09/2020		(588.00)		
			5,707.30	(13,488.00)	23,572.60	Rec to Sep 30 balance
Trident Insurance Group	858	12/10/2020		(435.67)		
Protective Behaviours Workshop	855	12/10/2020		(550.00)		
WDPS - P&C		22/10/2020	6847.50			
Entertainment Book Commission		22/10/2020	196.00			
Protective Behaviours transfer from Canteen Account		28/10/2020	55.00			
Melamine Fundraiser		30/10/2020	1522.00			
			8,620.50	(985.67)	31,207.43	Rec to Oct 31 balance
Entertainment Book Commission		13/11/2020	10.00			
Lions Club Donation for Marquee		17/11/2020	4304.00			
			4,314.00	-	35,521.43	Rec to Nov 30 balance
Eagle Bay Brewing Commission		2/12/2020	2310.00			
WDPS - C/room upgrades, Y6 grad. Sports, concert and drama	862	14/12/2020		(24,100.00)		
N Nyeholt - Raffle payment		14/12/2020	10.00			
T Bourne - last melamine plate		17/12/2020	30.00			
Entertainment Book Commission		18/12/2020	30.88			
Christmas Concert		18/12/2020	1494.15			
Clr Proud Donations		22/12/2020	100.00			
Bodimasta Promotions payment for uniform shop	863	23/12/2020		(857.00)		
Perma-plate payment for uniform shop	860	24/12/2020		(2,108.70)		
Eclipse payment for uniform shop	861	24/12/2020		(3,157.00)		
Repayment to Canteen Acc for Marquee	864	24/12/2020		(4,303.53)		
			3,975.03	(34,526.23)	4,976.23	Rec to Dec 31 balance

Estimated deposits still to come in
P&C Contributions nil



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WDPS Uniform Shop				\$4,986.00											
Profit and Loss Statement (Cash Basis)															Current period
		date	January 2020	February 2020	March 2020	April 2020	May 2019	June	July	August	September	October	November	December	
Income															
	Cash Sales	\$6,746.00	\$2,191.00	\$2,805.00	\$335.00		\$105.00	\$0.00	\$450.00	\$15.00	\$5.00	\$0.00	\$390.00	\$450.00	
	EFT Sales	\$5,532.00	\$577.00	\$1,430.00	\$330.00	\$405.00	\$290.00	\$50.00	\$510.00	\$0.00	\$230.00	\$185.00	\$730.00	\$795.00	
	Schools24 deposits	\$23,569.18		\$2,456.00		\$2,568.00	\$890.00	\$3,822.00	\$1,792.00	\$1,085.00	\$1,090.00	\$1,390.00	\$4,406.18	\$4,070.00	
	Refunds	-\$357.00	-\$10.00		-\$190.00		-\$110.00		-\$75.00			-\$31.00	-\$5.00	-\$25.00	
	Income Total	\$35,490.18	\$2,758.00	\$6,691.00	\$565.00	\$2,973.00	\$1,175.00	\$3,872.00	\$2,677.00	\$1,100.00	\$1,325.00	\$1,544.00	\$6,520.18	\$6,290.00	
Expenses															
	Suppliers	-\$23,677.40			-\$5,431.80		-\$2,331.25				-\$9,791.65			-\$6,122.70	*paid by P&C mail
	Admin expenses	-\$82.53		-\$6.00	-\$20.00									-\$56.53	
	Expenses Total	-\$23,759.93		-\$6.00	-\$5,451.80		-\$2,331.25				-\$9,791.65	\$0.00	\$0.00	-\$6,179.23	
	Net Income	\$11,730.25	\$2,758.00	\$6,685.00	-\$4,886.80	\$2,973.00	-\$1,156.25	\$3,872.00	\$2,677.00	\$1,100.00	-\$8,466.65	\$1,544.00	\$6,520.18	-\$889.23	
Current known Future Income and Expenses															
			Bank Reconciliation			December									
Income			Bank Balance @ 01/12/2020			\$26,605.76									
Schools 24 Income - January			bank statement			\$4,865.00									
Expenses			Cash sales Transfer			\$630.00									
Outstanding payments as of 31/12/2020			Expenses			-\$56.53									
Known future payments not yet due			Bank Balance @ 31/12/2020			\$32,077.73									
			Invoices paid by P&C main account			-\$6,122.70									
TOTAL						\$25,955.03									



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School Canteen - Profit/Loss by month (cash basis)

	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Total
Income	\$ 5,222.85	\$ 3,156.70	\$ -	\$ 3,131.20	\$ 3,288.35	\$ 3,709.25	\$ 5,297.45	\$ 6,842.85	\$ 4,201.05	\$ 7,336.70	\$ 4,514.25	\$ 46,700.65
Jobkeeper					\$ 3,000.00		\$ 9,000.00	\$ 4,500.00			\$ 3,000.00	\$ 19,500.00
Expenses												
Supplies	\$ 2,225.60	\$ 4,068.67	\$ -	\$ 2,553.17	\$ 2,714.87	\$ 3,437.46	\$ 3,846.02	\$ 3,707.57	\$ 3,006.79	\$ 5,765.34	\$ 570.50	\$ 31,895.99
Wages				\$ 1,701.00	\$ 9,750.00			\$ 9,750.00			\$ 2,511.00	\$ 23,712.00
Superannuation											\$ 843.89	\$ 843.89
Insurance												\$ -
Stationery												\$ -
School24 Fees	\$ 79.56	\$ 54.04	\$ -	\$ 78.28	\$ 78.53	\$ 80.56	\$ 109.88	\$ 134.07	\$ 75.33	\$ 123.75	\$ 91.98	\$ 905.98
Repairs and Maintenance												\$ -
Kitchen Hardware											\$ 249.00	\$ -
Total Expenses	\$ 2,305.16	\$ 4,122.71	\$ -	\$ 4,332.45	\$ 12,543.40	\$ 3,518.02	\$ 3,955.90	\$ 13,591.64	\$ 3,082.12	\$ 5,889.09	\$ 4,266.37	\$ 57,606.86
Profit/Loss	\$ 2,917.69	-\$ 966.01	\$ -	-\$ 1,201.25	-\$ 6,255.05	\$ 191.23	\$ 10,341.55	-\$ 2,248.79	\$ 1,118.93	\$ 1,447.61	\$ 3,247.88	\$ 8,593.79

Notes:

Ciskia Wages/Jobkeeper payments
Total in from ATO \$19,500
Total out to CS \$19,500
Gain from JK \$4,671

A/P @ 31/12/20

Brownes	\$ -	
WA School Canteen Suppliers	\$ -	chq
Froyo	\$ -	
Streets	\$ -	
	\$ -	

Parent Balance 31/12/20 \$ 2,677.85

Bank Balance 31/12/20	\$ 10,146.56	o/s cash deposits - nil	o/s cheques	\$ -	\$ -
Everyday M/card Balance 31/12/20	\$ 337.70	+			
	\$ 10,484.26				
	\$ -	less cheques o/s			
	<u>\$ 10,484.26</u>	True Bal			



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**Wembley Downs Primary School Parents & Citizens' Association Inc
Canteen Sub-Committee**

Terms of Reference

1.0 NAME:

1.1 The Sub-committee shall be called the Wembley Downs Primary School P&C Association Canteen Sub-committee.

2.0 COMPOSITION:

2.1 (a) Not more than five (5) members, one of whom shall be a member of the P&C Executive Committee. It is preferred that the Canteen Sub-Committee Convener (Chair) is the allocated member of P&C Executive Committee, however this is not compulsory.

(b) The President of the P&C shall be ex-officio a member.

(c) Canteen employees may be included in the Sub-committee in a non-voting capacity only.

2.2 The members shall be elected each year by a General Meeting of the P&C Association by and from the financial and ex officio members of the P&C. In the event of a position becoming vacant on the Sub-committee an election may be held at a General Meeting of the P&C to fill the vacancy, if necessary.

2.3 The Sub-committee when formed shall elect from its members a Convener (or co-conveners) and a Treasurer or this can be done at the P&C AGM annually.

3.0 RESPONSIBILITIES:

Subject to direction of the P&C Association the Canteen Sub-committee shall be responsible for:

3.1 The financial and operational management of the canteen.

3.2 Establishing appropriate canteen policies and procedures they deem relevant and necessary.

3.3 Establishing nutritional guidelines in line with Department of Education policy.

3.4 Ensuring relevant legislation in relation to taxation, superannuation, health and safety are adhered to.

3.5 Acquiring all suitable stock and goods for sale in the canteen, fix and frequently review prices and menus, and the day to day operations of the canteen.

3.6 Acquiring and maintaining suitable equipment, managing the finances of the usual canteen operations, and ensuring all employee costs and financial obligations are accounted for.

3.7 Operating a bank account at a level sufficient for the trading capital requirements of the canteen.

3.8 Putting forward financial motions to the P&C Committee for any expenditure or expenses that are required outside of the regular canteen operations (new equipment, large scale maintenance, upgrades etc).

3.9 Recruiting volunteers as shall be considered necessary.

3.10 Advising the P&C Committee on staffing or other matters when necessary.

3.11 Providing a verbal or written report to all General Meetings of the P&C Association.



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- 3.12 Establishing credit accounts with suppliers as required for the operation of the canteen.
- 3.13 Ensuring that Grievance/Dispute Resolution procedures for volunteers complies with the P&C Constitution Rule 28.0.

4.0 DUTIES OF CANTEEN SUB-COMMITTEE CONVENER:

- 4.1 The Canteen Sub-Committee is not required to have regular formal meetings. We acknowledge discussions regarding the activities and plans of the Canteen will occur informally during the operation of the canteen and around general school activities. Any decision made as a result of these discussions must be collective and have the approval of the Convener.
- 4.2 The Convener shall ensure that a written or verbal report of the activities of the canteen is presented to all General Meetings of the P&C Association (or Executive Committee). The report is to include a written financial report (provided by the Canteen sub-committee Treasurer), consisting of a statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statement/s and any recommendations requiring the attention of the P&C.

5.0 DUTIES OF THE CANTEEN SUB-COMMITTEE TREASURER:

- 5.1 The Treasurer shall keep such books of account related to canteen activities as shall be directed from time to time, by the P&C Association. The canteen treasurer is responsible to the P&C treasurer.
- 5.2 Arrange for paying of wages and deduction of taxation and superannuation etc.
- 5.3 Take out and keep current necessary insurance (e.g. Workcover and stock insurance).
- 5.4 A statement of receipts and expenditure, balance sheet and profit and loss must be prepared annually, and all books passed to the P&C Treasurer.
- 5.5 The Treasurer shall ensure that a written report including a statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statement/s is prepared and submitted for each General Meeting of the P&C Committee.
- 5.6 Make payments as necessary for the day to day running of the canteen as authorised by the canteen Sub-committee. Cheques can only be signed those signatories identified in the **P&C Association June 2019 Constitution** at Rule 17.6. All cheques must be signed by two approved persons. Associated documentation such as invoices etc should be attached to the cheque.
- 5.6 The Treasurer shall, after establishment of the reserve account and trading capital, transfer to the general fund of the P&C Association all surplus funds.
- 5.7 Ensure that all books of the Sub-committee are made available to the P&C Association Treasurer as required or requested.

6.0 MEETINGS:

- 6.1 The Canteen Sub-Committee is not required to have regular formal meetings. We acknowledge discussions regarding the activities and plans of the Canteen will occur informally during the operation of the canteen and around general school activities. Any decision made as a result of these discussions must be collective and have the approval of the Convener.
- 6.2 Any matter that the Canteen Sub-Committee deems necessary for a vote, should be brought to the P&C Committee as a motion for voting.



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7.0 ALTERATIONS TO RULES:

- 7.1 All proposed amendments to these terms of reference must be approved by the General Meeting of the P&C Association.

NOTES:

1. It is not a requirement that the principal be a member of the Canteen Sub-committee. However, if the P&C Association wish the principal to be a member the principal can be either elected or ex officio.
2. The Treasurer of the P&C Association is the officer responsible for establishing the actual form of accounting used and is the officer ultimately responsible for all monies received or expended by the canteen.
3. The name of the bank account is to be Wembley Downs Primary School Parents & Citizens' Association (Canteen Sub-committee) Inc.
4. The canteen account is an account of the P&C therefore cheques must be signed by those persons identified in the P&C Constitution (June 2019) Rule 17.6 and cannot be amended. NO signatures should be placed on a cheque until details of the PAYEE and the AMOUNT have been entered.
5. Remember all funds in the Canteen Sub-committee account are the property of the P&C Association.
6. The canteen sub-committee is at all times responsible to the general meeting of the Wembley Downs Primary School P&C Association Inc.

**Wembley Downs Primary School Parents & Citizens' Association Inc
Fundraising & Events Sub-Committee
Terms of Reference**

1.0 NAME:

- 1.1 The Sub-committee shall be called the Wembley Downs Primary School P&C Association Fundraising & Events Sub-committee.

2.0 COMPOSITION:

- 2.1 (a) Not more than six (6) members, one of whom shall be a member of the P&C Executive Committee. It is preferred that the Fundraising & Events Sub-Committee Convener (Chair) is the allocated member of P&C Executive Committee, however this is not compulsory.
- (b) The President of the P&C shall be ex-officio a member.
- 2.2 The members shall be elected each year by a General Meeting of the P&C Association by and from the financial and ex officio members of the P&C. In the event of a position becoming vacant on the Sub-committee an election may be held at a General Meeting of the P&C to fill the vacancy, if necessary.
- 2.3 The Sub-committee when formed shall elect from its members a Convener(or co-conveners) or this can be done at the P&C AGM annually.

3.0 RESPONSIBILITIES:



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Subject to direction of the P&C Association the Fundraising & Events Sub-committee shall be responsible for:

- 3.1 The organising and carrying out of fundraising and community events approved by the P&C.
- 3.2 Recruiting volunteers to assist as needed.
- 3.3 Ensuring an approximate/proposed calendar of fundraising events for the following year is tabled at the first or last P&C Meeting of the year.
- 3.4 Providing relevant detail for each fundraising event to the P&C Committee (eg: activities involved, how it will be run, forms needed, how monies will be dealt with etc)
- 3.5 Ensure that the process for collection of monies related to any fundraising or community is noted and endorsed by the P&C Committee.
- 3.6 The power to authorise expenditure of up to \$1000 per school term on consumable items directly aligned with any activities planned by the sub-committee. Any additional expenditure will need to be brought to the P&C Committee by way of a financial motion for endorsement. Any monies expended prior to any event or activity by the sub committee or its members will be reimbursed by the P&C on proof of receipt.
- 3.7 Providing a written or verbal report of all Sub-committee activities to each General Meeting of the P&C Committee.

4.0 DUTIES OF FUNDRAISING & EVENTS SUB-COMMITTEE CONVENER:

- 4.1 The Fundraising & Events Sub-Committee is not required to have regular formal meetings. We acknowledge discussions regarding the activities and plans of the Fundraising & Events Sub-Committee will occur informally during the operation of the events and around general school activities. Any decision made as a result of these discussions must be collective and have the approval of the Convener.
- 4.2 The Convener shall ensure that a written or verbal report of the activities of the Fundraising and Events Sub-Committee is presented to all General Meetings of the P&C Association (or Executive Committee if specifically requested).
- 4.3 The convener shall ensure any monies expended by sub-committee members is reimbursed by the P&C on proof of receipt. The convener shall ensure receipts are obtained and forwarded to the P&C Treasurer for reimbursement.

5.0 MEETINGS:

- 5.1 The Fundraising & Events Sub-Committee is not required to have regular formal meetings. We acknowledge discussions regarding the activities and plans of the Fundraising & Events Sub-Committee will occur informally during the year and around general school activities. Any decision made as a result of these discussions must be collective and have the approval of the Convener.
- 6.2 Any matter that the Fundraising & Events Sub-Committee deems necessary for a vote, should be brought to the P&C Committee as a motion for voting.

7.0 ALTERATIONS TO RULES:

- 7.1 All proposed amendments to these terms of reference must be approved by the General Meeting of the P&C Association.

NOTES:

1. The Fundraising & Events sub-committee is at all times responsible to the general Meeting of the Wembley Downs Primary School P&C Association.



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**Wembley Downs Primary School Parents & Citizens' Association Inc
Uniform Sub-Committee
Terms of Reference**

1.0 NAME:

1.1 The Sub-committee shall be called the Wembley Downs Primary School P&C Association Uniform Sub-committee.

2.0 COMPOSITION:

2.1 (a) Not more than five (5) members, one of whom shall be a member of the P&C Executive Committee. It is preferred that the Uniform Sub-Committee Convener (Chair) is the allocated member of P&C Executive Committee, however this is not compulsory.

(b) The President of the P&C shall be ex-officio a member.

2.2 The members shall be elected each year by a General Meeting of the P&C Association by and from the financial and ex officio members of the P&C. In the event of a position becoming vacant on the Sub-committee an election may be held at a General Meeting of the P&C to fill the vacancy, if necessary.

2.3 The Sub-committee when formed shall elect from its members a Convener (or co-conveners) and a Treasurer or this can be done at the P&C AGM annually.

3.0 RESPONSIBILITIES:

Subject to direction of the P&C Association the Uniform Sub-committee shall be responsible for:

3.1 Deciding the basic policy/procedures in relation to:

- The selling of recommended new uniforms at a reasonable cost;
- The ordering and distribution of pre-ordered new uniforms;
- The purchasing and selling of second-hand uniforms.

3.2 Acquiring suitable shelf stock provided that the amount does not exceed the amount covered by the insurance policy or that which is reasonable for the annual operations.

3.3 Ensuring any additional expenses or expenditure beyond regular operating expenditure (eg: new equipment, larger than usual stock purchase etc) are brought by financial motion to the P&C Committee for endorsement prior to committing those additional funds.

3.4 Managing all regular operational and financial requirements and activities of running the uniform shop

3.5 Recruiting voluntary workers as shall be considered necessary

3.6 Maintaining a bank account in the name of Wembley Downs Primary School Parents and Citizens' Association Inc (Uniform Account) at a level sufficient for the trading capital requirements of the Uniform shop.

3.7 Establish and maintain a stock control system.

3.8 Carry out a stocktake of new and second-hand uniforms at the end of each year.

4.0 DUTIES OF UNIFORM SUB-COMMITTEE CONVENER:



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4.1 The Uniform Sub-Committee is not required to have regular formal meetings. We acknowledge discussions regarding the activities and plans of the Uniform Sub-Committee will occur informally during the operation of the canteen and around general school activities. Any decision made as a result of these discussions must be collective and have the approval of the Convener.

4.2 The Convener shall ensure that a written or verbal report of the activities of the Uniform Sub-Committee is presented to all General Meetings of the P&C Association (or Executive Committee). The report to include a written financial report, consisting of a statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statement/s and any recommendations requiring the attention of the P&C.

5.0 DUTIES OF THE UNIFORM SUB-COMMITTEE TREASURER:

5.1 The Treasurer shall keep such books of account related to uniform shop activities as shall be directed from time to time, by the P&C Association. The uniform sub-committee treasurer is responsible to the P&C treasurer.

5.2 A statement of receipts and expenditure, balance sheet and profit and loss must be prepared annually, and all books passed to the P&C Treasurer.

5.3 The Treasurer shall ensure that a written financial report including a statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statement/s is prepared and submitted for each General Meeting of the P&C Committee.

5.4 Make payments as necessary for the day to day running of the canteen as authorised by the Uniform Sub-committee. Cheques can only be signed those signatories identified in the **P&C Association June 2019 Constitution** at Rule 17.6. All cheques must be signed by two approved persons. Associated documentation such as invoices etc should be attached to the cheque.

5.5 Ensure that all books of the Sub-committee are made available to the P&C Association Treasurer as required or requested.

6.0 MEETINGS:

6.1 The Uniform Sub-Committee is not required to have regular formal meetings. We acknowledge discussions regarding the activities and plans of the Uniform Sub-Committee will occur informally during the operation of the uniform shop and around general school activities. Any decision made as a result of these discussions must be collective and have the approval of the Convener.

6.2 Any matter that the Uniform Sub-Committee deems necessary for a vote, should be brought to the P&C Committee as a motion for voting.

7.0 ALTERATIONS TO RULES:

7.1 All proposed amendments to these terms of reference must be approved by the General Meeting of the P&C Association.

NOTES:

1. The Treasurer of the P&C Association is the officer responsible for establishing the actual form of accounting used and is the officer ultimately responsible for all monies received or expended by the uniform sub-committee.



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2. The name of the bank account is to be Wembley Downs Primary School Parents & Citizens' Association (Uniform Sub-committee) Inc.
3. The uniform account is an account of the P&C therefore cheques must be signed by those persons identified in the P&C Constitution (June 2019) Rule 17.6 and cannot be amended. NO signatures should be placed on a cheque until details of the PAYEE and the AMOUNT have been entered.
4. Remember all funds in the Uniform Sub-committee account are the property of the P&C Association.
5. The uniform sub-committee is at all times responsible to the general meeting of the Wembley Downs Primary School P&C Association Inc.

P&C Meeting Code of Conduct

1 - Focussed

We are here to get things done.

2 - Respectful

We always respect each other and value everyone's opinions equally. We practice active listening, never interrupt and always give clear, constructive suggestions.

3 - Collective

All votes are equal, and it is the collective that makes the decisions. We all have an equal vote in the meeting. The sum of our votes determines whether a motion is successful or not.

4 - Big Picture

We have our eye on the broader view – what type of long-term positive impact can we deliver for the whole school community. We have a whole of school approach.

5 - Enjoyable

We enjoy our meetings. We bring a friendly and positive mindset to each meeting. We are welcoming, fun and inclusive.

6 - Grateful

We appreciate everyone's contribution and respect the right for people to say no. Everyone does what they can and everything that they do makes a difference and is important.

7 - Collaborative

We work in collaboration with each other as well as with the school staff & educators and the school board. We are part of the school community triangle that works in cohesion and supports each other.

8 - Prepared

We run efficient meetings, always follow our agenda and don't get side-tracked. We allow enough time for constructive discussions, without the meeting running too long. We have a start and end time for each meeting. We contribute reports and information in a timely manner when requested.