

# Paraburdoo Primary School Parents and Citizens Association Incorporated

## General Committee Meeting Minutes – Thursday 10<sup>th</sup> March 2022



**Location:** Paraburdoo Primary School Welcome Room

**Date and time:** 10/3/2022 @ 7:03pm

**Chair:** Reuben Taniora

**Notes/Minutes:** Phyllis Davis

**Attendees:** Reuben Taniora, Phyllis Davis, Bianca Rennard, Bruce Fraser, Sarah Nicholls, Sarah Hastings, Tash Mettam, Teghan Kierans, Aleine McElvaney

**Apologies:** Joanna Brough, Virginia Hill, Raquel Robertson

Item	Name	Time	Topic	Action
1		1	<b>Welcome &amp; Acknowledgement to Country</b>	Reuben
2		1	<b>Apologies</b>	J Brough, V Hill, R Robertson
3		2	<b>Confirmation of Previous Minutes</b>	Motioned by Bianca Rennard      Seconded: Teghan Kierans
4	R Taniora  B Rennard  Teghan  Absent	10	<b>Reports</b> - <b>Presidents</b> - <b>Principal</b> - <b>Treasurer</b>  - <b>Fundraising</b>  - <b>Canteen</b>	As attached As attached <ul style="list-style-type: none"> <li>Savings bank balance as at 28/2/22 \$32,982    Canteen \$1674.71    Visa \$ 338.87</li> </ul> Motion Treasurers Report be accepted and accounts be approved for payment Motioned: Bianca Rennard      Seconded: Aleine McElvaney  <ul style="list-style-type: none"> <li>Organising a fundraising sub-committee meeting in next few weeks.</li> <li>Ideas - Easter raffle</li> <li>Canteen - Low orders are reflective of absences &amp; reduced attendance numbers attending school due to covid. Birthday cupcake orders have been successful.</li> <li>Recycling of juice boxes for P&amp;C – Containers for change, Make a poster to promote on behalf of P&amp;C and put in the newsletter.</li> </ul>
5			<b>New Business</b>	<ul style="list-style-type: none"> <li>Financial request from Primary School to purchase for the whole school Grammar and Punctuation books for the literacy program \$3000, purchase 40 interschool sports shirts up to the value of \$1500 or more if required, and reimbursement of \$252.70 for the prize (tablet) for voluntary contributions. Motioned to by Reuben Taniora      Seconded: Bianca Rennard</li> <li>Request to purchase Square up POS System (Point of Sale) for the canteen to record credit card payments over the phone and cash sales, also very handy for fundraising activities, selling icypoles, bbq's, halloween disco's. Motioned by Reuben Taniora      Seconded: Aleine McElvaney</li> </ul> Request to purchase 40 sunset gold choir sashes \$6 each on ebay, for the school choir group approximate cost \$240 Motioned by Bianca Rennard      Seconded: Teghan Kierans

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6		5	<b>Other Business</b> 1. 50 <sup>th</sup> Year working party celebrations	<ul style="list-style-type: none"><li>• Birthday Celebrations scaled back due to covid restrictions, working party for those interested in being involved.</li></ul>
7		1	<b>Committee Vacancies</b>	<ul style="list-style-type: none"><li>• President, Secretary &amp; Treasurer roles vacant as at Friday 8<sup>th</sup> April. New Executive Committee will be voted in at the next committee meeting.</li></ul>
8		1	<b>End Meeting</b>	7:35pm
9		1	<b>Next meeting</b>	Thursday, 28 <sup>th</sup> April @ 7pm



Paraburdoo P&C President's Report – Reuben Taniora 10/3/2022

<i>Actions</i>	<i>Details</i>	<i>Outcomes</i>
1. P&C running	Current update	<ul style="list-style-type: none"> <li>• Covid restrictions still in place, thanks to everyone for their co-operation.</li> <li>• All governance is up to date.</li> <li>• Phyllis has filed the new constitution with WACSSO &amp; Associations online.</li> <li>• Resignations - Myself, Phyllis &amp; Bianca have submitted our letters of resignation effective Friday 8<sup>th</sup> April 2022.</li> <li>• New Canteen Freezer delivered yesterday, purchased with Rio Tinto living Grant, due to the breakdown of the old one. Old freezer has been removed and taken to the tip.</li> </ul>
2. Canteen	Update	<ul style="list-style-type: none"> <li>• Thank you to Raquel, Casey-Lee &amp; all the volunteers this term – signup working really well.</li> <li>• Lunch orders are still low haven't been great this term, 1<sup>st</sup> week 80 orders, 2<sup>nd</sup> week 62 &amp; 80, this week orders, 67/80</li> <li>• Cupcake ordering has been going well – Raquel has more orders next week.</li> <li>• Raquel has requested a POS cashless system for the canteen – Parents don't always have cash and can ring orders in over the phone.</li> </ul>

## **P&C Principal's Report 10 March, 2022**

### Staffing

- Despite a temporary/Flying Squad teacher with us for the remainder of T1, we are still operating 1.5 teachers down. This does add to the stresses of our teachers.
- Mr Hickey is off for a significant period of time and Mrs Kerr will substitute.
- The entire state is under a teacher shortage.
- Many of our teachers are also under housing pressure; either not yet in their own accommodation or living with notable maintenance issues.
- We have now employed (on short term contract) a School Based Attendance Officer, Library Officer, AIEO, and both Special Needs and Mainstream EAs. These jobs have or are all being advertised so that we can follow a selection process to appoint people to those positions longer term.

### Resourcing

- We are purchasing resources for 2022 at a fast pace.
- We once again request P&C support for various whole school items (On the agenda)
- The front entrance beautifying quote process is underway, and we continue to investigate painting.
- Due to the cancelled plans of the 2022 School Musical, we are looking at an Artist in Residence to assist with murals about the school.

### Covid

- The situation and guidelines change weekly at present, however we appreciate the fantastic support of our community with regards to hygiene practices and protocols.

### School Review

- The follow up School Review is scheduled for late Term 2, however many schools have been postponed for T1 and therefore that backlog may be cleared before we have ours.

### Birthday Celebrations

- To ensure that we do not organise a large-scale event which could/or may not be impacted by Covid or restrictions we are considering a large-scale art project (school murals), an anniversary commemorative book, and a school/town promotional video.
- We will hold a working Party for interested people before the end of T1.

### Other

- Swimming Carnival feedback has been offered.
- Interschool Swimming is going ahead at this stage.
- Yr 6 Camp is unlikely to occur on the proposed date (week 3, Term 2). Alternatives are being sought.
- Attendance Plan/Policy will be presented at the next Board Meeting, along with Awards Criteria Draft.
- We once again require 2 x Community Board Members

# Balance Sheet

Paraburdoo P&C Association

As at 10 March 2022

10 MAR 2022

## Assets

### Bank

Canteen Account	1,674.71
P & C Visa Account	338.87
Paraburdoo Primary School P&C	30,968.97
<b>Total Bank</b>	<b>32,982.55</b>

### Total Assets

**32,982.55**

## Liabilities

### Current Liabilities

PAYG Withholdings Payable	450.00
Rounding	(0.01)
Superannuation Payable	(282.33)
<b>Total Current Liabilities</b>	<b>167.66</b>

### Total Liabilities

**167.66**

## Net Assets

**32,814.89**

## Equity

Current Year Earnings	(7,968.42)
Retained Earnings	40,783.31
<b>Total Equity</b>	<b>32,814.89</b>