



East Narrogin Primary School - P&C Association

General Meeting

Minutes

Opened: 7.05pm

Venue: ENPS Staffroom

Date: 10th August 2020

Attendance: **Present:** Sandi Birrell, Ros Boothey, Lynne Dorset, Marie Edgley, Tahlia Gifford, Sarah Hennessey, Tegan Jamieson, Emma Peddey

Apologies: Louise Armstrong, Michelle Birrell, Belinda Furphy, Kate Furphy and Alyce Smith

1. MINUTES OF PREVIOUS MEETING: Minutes of meeting held Monday 8th June accepted as a true and correct record. **Accepted:** Ros **Seconded:** Tegan

2. BUSINESS ARISING FROM PREVIOUS MINUTES:

2.1 Kindy Landscaping Project – progress update

- Tom (Gardner) is doing a great job making lots of things and nearly finished, he can get back to us if there is any further financial assistance required

Person Responsible

3. CORRESPONDENCE

3.1 Incoming:

- 11 June – Louise Armstrong via email – Pictures of water bottle refill stations
- 24 June – Roy McKenzie (via email) – WACSSO affiliate report
- 30 June - Louise Armstrong via email – Request for P&C to support (\$) Lit Centre Incursion
- 20 July – WACSSO via email – Invitation to attend WACSSO Annual Conference
- 28 July – Tahlia Gifford – Notice to hold belated Mothers Day event
- 29 July – WACSSO – Certificate of membership for 2020/2021

3.2 Outgoing:

- 8 Aug – Marie Edgley – Invitation to WACSSO Wheatbelt Rep to attend meeting

4. REPORTS

4.1 Treasurer's report - presented at the meeting – please see below

4.2 President's report - see attached

- Looking for an interested person to take on Catering Coordinator role
- Sarah to have a look for JDF for role – seek assistance from Kate

4.3 Principal's Report - see attached

4.4 Canteen Report - see attached

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4.5 Uniform Report - presented at meeting

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All reports have been tabled and accepted and are attached to the end of this document

5. GENERAL BUSINESS

	Person Responsible
5.1 Literacy Centre Incursion – open project <ul style="list-style-type: none">Motion to support the Literacy Centre Incursion 2020, the P&C approve a donation of \$1,500 to ENPS as per project application that remains open and accepted at General Meeting 12 August 2019 Motion proposed: Marie, 2nd: Lynne Outcome: All in favourLynne to speak to Fiona about payment	Lynne
5.2 Learning Journey <ul style="list-style-type: none">As far as we are aware, the learning journey will go ahead as normalWe are looking to run a food stall from the canteen (slices, sandwiches)A display in undercover with membership forms and meet and greetAsk the 'Helpers' closer to the time for food donationsOrganise roster etc via email, Sandi to have a look at the pricing list	Sarah to email resources to Sandi
5.3 Book Fair <ul style="list-style-type: none">Opening on 14th September – before (8.30-9.00) and after school (3.10pm-4.00) viewing/purchasesAdvertise as far as possible using social media platforms – exposureTegan to see if there is a generic poster we can use to advertiseMarie to send out an email for interested people and timeslots to help	Sandi to contact Observer Tegan Marie
5.4 Athletics Carnival (Tue 15th September) <ul style="list-style-type: none">Same as 2019 – biscuits/tea/coffee and sausage sizzle?Sarah to send out the running sheet from 2019 and see what we can do	Sarah
5.6 Graduation Dinner <ul style="list-style-type: none">Not sure what the school requires – defer to next meeting	
5.5 Fathers Day Event (Friday 4th September) <ul style="list-style-type: none">Call it parent appreciation day and include mums that missed out earlierCheck with Louise to make sure this suits guidelines etcP&C to put on bacon and egg burgers and tea/coffee/juice/MiloParents to arrive at 7 for 7.30 start so cleanup done for canteen and parents can go to work, kids go to school (good advertisement for P&C)Sandi, Tegan and Tahlia happy to help out and sourcing donations (Ngn Fresh - bread, Hawksleys – eggs)Ros to talk to Desiree about breakfast club that morning	Sarah to liase with Louise Sandi, Tegan, Tahlia Ros
5.6 Speedway Catering <ul style="list-style-type: none">Booked for April 2020 before things went wrongCalendar received for this season – defer to next meeting for discussion	
5.7 New Project Applications Assessment <ul style="list-style-type: none">Sensory equipment – scored, discussed and approved Motion: P&C support the purchase of all listed sensory equipment (including pod) to value of \$1,750 Motion proposed: Marie, 2nd: Lynne Outcome: All in favourWater bottle filling station – scored, discussed and approved Motion: P&C pay \$3,000 towards the purchase and installation of a water bottle refill station Motion proposed: Marie, 2nd: Lynne Outcome: All in favour	Sarah to notify applicants of outcome
5.8 Playle Uniforms <ul style="list-style-type: none">Lynne to speak to Fiona to find out about reimbursement of payment	Lynne

Close of meeting: 8.45pm

Next meeting: Monday 14th September, 7pm in the Staffroom

EAST NARROGIN PRIMARY SCHOOL P&C**Treasurers Report for June/July 2019**

Cash Reserve Account	\$ 10,288.56
P&C Account	\$ 19,573.95
Canteen Account	\$ 3,993.88
TOTAL FUNDS	\$ 31,856.82

GENERAL

All bank accounts have been reconciled for June and July and are available at meeting for perusal if required.

We have received our second cash flow boost payment of \$5000. We have paid one invoice to LW Reid for uniform stock of \$1520.41 from these funds as per meeting directive from last term.

We had a bit of wastage at the beginning of the term in the canteen. The freezer door on top of fridge had been left open and Ros had to destroy all that was in it then restock. The value was approx \$150 so no claim made as our excess is \$250. However we did receive a refund of \$135.15 from CGU Insurance so that partially pays for the loss.

Lynne Dorset
Treasurer

STATEMENT OF RECEIPTS AND PAYMENTS**FOR JUNE 2020****CANTEEN ACCOUNT**

Receipts		Payments	
OPENING BALANCE			\$ 2,167.54
Canteen	\$ 3,382.00	Permapleat	\$ 272.25
Uniform	\$ 938.00	WACCSSO	
Catering		Narrogin packaging	
Interest	\$ 0.18	Wages	\$ 1,383.68
PAYG on jobkeeper	\$ 372.00	Quickbooks Mthly sub	\$ 20.00
tsfd fm P&C to Cant		Bill & Ben	\$ 86.74
Jobkeeper	\$ 3,000.00	Superannuation	\$ 269.34
		ATO - PAYG	\$ 552.00
		Qrtly Tsf to Contingency	\$ 224.68
		Petty cash (Coles)	\$ 247.30
		Narrogin Fresh	
		PFD	\$ 639.20
		LW Reid	\$ 91.70
		Upper Grt Sthrn Milk	
		Brownes	\$ 348.93
		A & B Distributors	
		Jobkeeper-tsf to P&C	\$ 3,000.00
		L Dorset -Stationery	\$ 74.44
		Annual Insurance	\$ 685.50
	\$ 7,692.18		\$ 7,895.76
CLOSING BALANCE			\$ 1,963.96
Receipts		Payments	
Opening balance			\$ 14,406.70
Bank interest	\$ 1.41	Bundarra Sportswear	\$ 1,156.10
Jobkeeper pmt	\$ 3,000.00	Staff shirts	
ATO Stimulus balance	\$ 292.00	PAYG on jobkeeper	\$ 372.00
Staff uniform shirts	\$ 472.95	tsfd to canteen to pay ATO	
	\$ 3,766.36		\$ 1,528.10
CLOSING BALANCE			\$ 16,644.96

STATEMENT OF RECEIPTS AND PAYMENTS

FOR JULY 2020

CANTEEN ACCOUNT

OPENING BALANCE				\$ 1,963.96
Receipts		Payments		
Canteen	\$ 2,723.00	Permapleat		
Uniform	\$ 883.00	WACCSO		
Catering		Narrogin packaging	\$ 61.60	
Interest	\$ 0.18	Wages	\$ 686.08	
Tsf fm P&C to cover	\$ 1,520.41	Quickbooks Mthly sub	\$ 20.00	
pmt to LW Reid for		Bill & Ben	\$ 136.17	
uniform stock		Superannuation		
Ins refund	\$ 135.15	ATO - PAYG		
		Qrtly Tsf to Contingency		
		Petty cash (Coles)	\$ 273.05	
		Narrogin Fresh		
		PFD	\$ 331.85	
		LW Reid	\$ 1,520.41	
		Upper Grt Sthrn Milk		
		Brownes	\$ 202.66	
		A & B Distributors		
		Jobkeeper-tsf to P&C		
		L Dorset -Stationery		
		Annual insurance		
	\$ 5,261.74		\$ 3,231.82	
CLOSING BALANCE				\$ 3,993.88

PROJECTS

Water Fountain	??			
Kindy Landscaping	??			
Senior Toilets	??			

Presidents Report

East Narrogin PS P&C Association

Catering opportunities

As part of the learnings taken away from a canteen review in 2018, we identified that pursuing 2 catering opportunities a term was important to help create revenue for the Canteen. This has not been feasible during 2020 due to COVID restrictions, and now, with funding boosts for the P&C, the need for catering has been temporarily lessened. In the future it will still be necessary that we continue to support the canteen with catering opportunities, thus ensuring that the canteen operates with a small profit into the future so we can be confident in continuing to offer this service at ENPS.

We have the option of someone in the committee taking on a voluntary role of 'Catering coordinator'. I'd like to ask all members to consider whether they'd be interested in filling this role, which takes on leadership of our catering events. Events can be small, school-based lunches, which require management of food donations and food preparation for a small group, up to a three-course evening sit down meal at the school's year 6 end of year graduation dinner. If you or someone you know would be willing to take on this role, or if you have any questions, please don't hesitate to speak me or to members Sarah, Kate, Alyce, Lynne, Ros or Emma or Belinda.

2020 Project applications

Thank you to Sarah and the school for advertising the P&C project submissions in the school newsletter. The closing date for applications was Friday 31st July. We currently have two projects to assess and approve funds. A water refill station \$3000 and Sensory equipment for students.

At a previous meeting we discussed the kindy play area and senior bathroom revamp and found that these projects were already well underway as part of school improvements and will hear back if and when there are any requests for assistance from the P&C in these areas. Please contact me prior to the meeting if you have any questions about the project applications and how to use the scoring to think objectively about the submissions. We will have an opportunity at the meeting to briefly discuss but please come prepared by having read the applications and scored them.

At the August meeting we are hopeful to continue support for the School's Literacy Centre Incursion which has a longstanding history at the school and is integrated into many parts of the curriculum to support our students and teachers.

President stepping down

I'll be stepping down from the role of President at the end of the year. Next year I'll be happy to stay on as a committee member to support the P&Cs office bearers. I'm very grateful to be leading the committee, having contributed to some stability, direction, updating procedures and delivery of both some modest and some ambitious projects with a great team over the last 3 years. I look forward to hearing many new ideas from member's as we continue to support our school community with a fresh perspective.

Thanks everyone

Marie Edgley, President.



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Principal's Report for P&C

10 August 2020

Enrolments and attendance

Enrolments continue to fluctuate slightly and now sit at 165, three less than the end of last term. It is no surprise that student attendance was greatly impacted by the disruptions to schooling in Semester 1. What is pleasing to note however, is that despite a drop in the number of students in the regular attendance category, ie 90% or greater, there was a significant reduction in unauthorised absences, for the same period. This represents an increase in parent notifications when children are absent. In Term 2, we reintroduced a parent letter as a follow up when we have not received a reply to the automated SMS generated each morning. Our attendance data would seem to indicate that the follow up letter is having a positive impact in terms of increased parent notifications. We are appreciative of this support from our parent community in promoting regular school attendance as we know this leads to improved learning outcomes.

Staffing

In line with the same health advice which encourages parents to keep children home when they are unwell, staff have also been asked to stay home if unwell as this is one of the most effective actions we can take to reduce community spread of colds and viruses.

This means, of course, that we rely on our relief staff to cover absences. Fortunately, at ENPS we have a team of both teachers and Education Assistant's able to step in at a moment's notice. Most of these people have worked with us over time which means they know the children and are familiar with our school routines. The children, quite naturally, prefer the presence of the regular staff, their class teacher and the EA's with whom they have formed a bond, however they are remarkably accommodating to staffing changes when they occur, which is an indication of their ability to adapt to change, an important life skill.

Recent Events

We finished off last term with our Faction Cross Country and a Motosafe incursion. It was a positive end to a challenging term and allowed us to welcome our families back onto the school grounds following several weeks of restrictions. Our Shooting Stars girls were also able to join with those from other schools for their end of term function at which two of our girls were recognised for 100% attendance for Term 2.

This term, the students have already enjoyed participating in the Fremantle Literature Centre incursion, in what is now a longstanding tradition for our school. FLC Senior Education Officer, Jenny Botje, engaged the children across the school in an interactive exploration of an Australian picture book. The students clearly enjoyed exploring the journey of the book from its beginning to final book format. The P&C traditionally supports this incursion and we thank them for assisting us to enrich our curriculum in this way.

A staff vs student netball game was the highlight of Week 3 for some students, though the AFL clinics delivered by former student, Phil Agnew, may have been the highlight for others.

We conducted a lockdown drill this term, as part of our ongoing commitment to providing a safe environment for staff and students. Our Risk Management planning includes consideration of emergencies or critical incidents and the actions we would take to guide our response and minimise the effects of such an event on the school community. Conducting a drill for either lockdown or evacuation enables us to test and review our plans.

Coming Events

In Week 4, this term the Year 2 class will host our parent assembly. This will be presented to the junior part of the school and their parents. Later this term, we will invite the Year 4-6 parents to an assembly. Parents and family members will also be able to join us for the Book Fair and our Learning Journey in Week 9.

Other events scheduled for the coming weeks include:

- A visit by Sandii Stankovic, Deputy Principal, NSHS, to discuss the transition to Year 7
- NSHS Band incursion
- Alice in Wonderland production, performed by St Matt's
- WA College of Agriculture Open Day
- Year 6 Leadership excursion – Youth Mental Health forum
- Faction Athletics Carnival
- Year 6 Camp to Perth

Louise Armstrong
Principal

August Canteen Report

Lunch and recess numbers are remaining constantly high. I have seen these numbers for a long time. We have not had any catering this year.

Juk has been helping out with breakfast club as well as canteen.

This terms menu has the gluten free options marked.

August - Uniform Report

Small number of orders for pants and

Jumper order is still coming

Most Items are arriving within 2 weeks