



East Narrogin Primary School - P&C Association

General Meeting

Minutes

Opened: 7.05pm

Venue: ENPS Staffroom

Date: 14th September 2020

Attendance: Present: Louise Armstrong, Michelle Birrell, Ros Boothey, Lynne Dorset, Marie Edgley, Belinda Furphy, Kate Furphy Tahlia Gifford, Sarah Hennessey, Tegan Jamieson, Emma Peddey and Alyce Smith

Apologies:

1. MINUTES OF PREVIOUS MEETING: Minutes of meeting held Monday 10th August accepted as a true and correct record. **Accepted:** Lynne **Seconded:** Marie

2. BUSINESS ARISING FROM PREVIOUS MINUTES:

2.1 Parent Appreciation Breakfast

- Well received by families and lots of people in attendance
- Alyce to do up a running sheet in case we do something similar again
- Cost about \$270 and all supplies of eggs and bacon used
- Tables in undercover area was good and all packed up in time
- Need to forward thank you letters to businesses and helpers

2.2 Learning Journey (supper and advertising P&C)

- Sweet and savoury food items available for sale from canteen while school does free sausage sizzle for families
- Email helpers list to ask for donations of cakes, slices, food items to sell
- Marie to send out a roster for the night (to man stall)
- Lynne to arrange float for Wed and give to Marie
- Price list to Sandi

2.3 Book fair

- Tegan has put up flyers around town (Drs, Coles, Facebook, noticeboards)
- Need a sign in sheet with mobile numbers in case
- Thursday night 17th Sep - Kate and Michelle to share duties 5 – 6.30
- Friday 18th Sep - Tegan & Michelle in morning and Tahlia in the afternoon
- Monday 21st and Tuesday 22nd covered by Heather
- Wednesday 23rd – Tahlia in the morning and Sarah in the afternoon
- Float will be stored in secure location for the duration of the sales
- Marie to send roster and contact numbers to Heather – if you are on the stall and need some assistance, see Heather before your shift

2.4 Athletics Carnival

- Food stall being run by Alyce and band of helpers
- Increase in food supplied from 2019 & will start to cook and sell food earlier
- Parents will need to accompany kids getting food (safety precaution)
- Not as many food donations as 2019 so more supplies purchased

2.5 Graduation Dinner

- Discussion around P&C involvement – to be confirmed at a later meeting

2.6 Speedway Catering

- Ros to request 20th March 2021 meet and confirm closer to the time
- Would require 5 – 6 people for about 4 hour shift for % of profits

Person Responsible

Alyce

Kate
Marie
Lynne
Sarah

Marie

Ros

3. CORRESPONDENCE

3.1 Incoming:

- 15 Aug – Roy McKenzie (WACSSO) – acceptance to attend meeting in future (confirm date)
- 18 Aug – Louise – Acceptance of P&C support for project and permission to have breakfast
- 24 Aug – Louise – invitation to attend Covid-19 interagency exercise

3.2 Outgoing:

- 17 Aug – Louise – Notification of outcome of funding application
- 17 Aug – Louise – Permission to run parent appreciation day on Friday Sep 4th
- 26 Aug – Louise – acceptance of invitation to attend Covid-19 exercise

4. REPORTS

4.1 Treasurer's report – see attached

- Paid for the sensory room resources (~\$1, 596)
- Heather will code the items for the asset register in case of damage
- Emma to compile a booklet showing teachers etc how/when it can be used in classroom

4.2 President's report - presented at the meeting

- Thanks to everyone for pitching in over a busy time
- Good for P&C to have a presence in the school and running events for the children

4.3 Principal's Report - see attached

- Planning in the background for Covid-19 related issues should the need arise
- Many families not set up for online learning but would be better prepared if required

4.4 Canteen Report - see attached

- Container prices will increase as of October due to 'Containers for Change' taking effect
- Lynne, Ros and Alyce to examine requirement to increase prices (potentially in 2021?) and report back to the committee at a later stage after examining price lists etc
- Might be a good opportunity to have keep cups as a fundraiser and reduce waste

4.5 Uniform Report - presented at meeting

- All stocks are full
- Belinda to be given admin access to Facebook page so she can send out info/advertise etc

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

5. GENERAL BUSINESS

5.1 Water refill station project

- Confirm that the school will select type and location of water refill station (breezeway in shaded, secure spot) and arrange for installation, P&C to donate funds as requested
- Louise informed Fiona is currently looking at process and will keep P&C informed of timeframe and progress of project

Person Responsible

Louise

Close of meeting: 8.20pm

Next meeting: Monday 12th October, 7pm in the Staffroom

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

Cash Reserve Account	\$ 10,288.99
P&C Account	\$ 15,881.03
Canteen Account	\$ 3,240.26
TOTAL FUNDS	<u>\$ 29,410.28</u>

GENERAL

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

We have paid the second invoice to Permapleat for uniform stock of \$2194.50 from the COVID funds as per meeting directive from last term.

\$1500 has been paid to the School as our contribution to the Literacy Incursion as per Aug meeting minutes.

Emma Peddey has purchased all the Sensory Equipment as per her submission at our August meeting. This will be finalised and reimbursed to Emma within the next few days as per August meeting minutes.

Lynne Dorset (Treasurer)

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

RECEIPTS		PAYMENTS	
OPENING BALANCE			\$ 3,993.88
Receipts		Payments	
Canteen	\$ 3,858.00	Permapleat	\$ 2,655.40
Uniform	\$ 547.00	WACCSO	
Catering		Narrogin packaging	\$ 49.15
Interest	\$ 0.31	Wages	\$ 2,012.12
Tsf fm P&C to cover	\$ 2,194.50	Quickbooks Mthly sub	\$ 20.00
pmt to LW Reid for		Bill & Ben	\$ 58.48
uniform stock		Superannuation	
Riley yr 6 camp	\$ 101.00	ATO - PAYG	
		Qrtly Tsf to Contingency	
		Petty cash (Coles)	\$ 266.45
		ENPS - Riley Yr 6 camp	\$ 101.00
		PFD	\$ 1,485.00
		LW Reid	\$ 68.10
		Upper Grt Sthrn Milk	
		Brownes	\$ 710.23
		A & B Distributors	\$ 28.50
		Jobkeeper-tsf to P&C	
		L Dorset - Stationery	
		Annual insurance	
	\$ 6,700.81		\$ 7,454.43
CLOSING BALANCE			\$ 3,240.26
COVID-19 CASHFLOW BOOST FUNDS			
Received from ATO	\$ 15,000.00	Pay ATO debt	\$ 1,020.00
		Uniform stock	\$ 3,714.91
		Literacy Incursion	\$ 1,500.00
	\$ 15,000.00		\$ 6,234.91
			\$ 8,765.09
PROJECTS			
Sensory Equipment	\$ 1,750.00	Purchased by Emma Peddey - to be reimbursed	
Water Fountain	\$ 3,000.00	P&C contribution	
Kindy Landscaping	??		
Senior Toilets	??		



East Narrogin Primary School

ABN 71 867 645 792

Homer Street, Narrogin 6312

Telephone: (08) 9882 1600

Principal's Report for P&C

14 September 2020

Enrolments and Staffing

Planning is underway for the 2021 school year. This process involves consideration of projected enrolments and the staffing profile, which best aligns with expected student numbers, to support achievement of our school priorities. Our current enrolment is 168 and projected enrolments for 2021 sit at 147, which represents a larger number of Year 6 students transitioning from primary school than the expected intake of Kindy students.

Our forward planning process involves decisions regarding class structure, specialist areas, staff placement and timetabling. This comprehensive decision making process ensures we leverage the skills and experience of our staff to provide an educational program which maximises student learning outcomes.

Recent Events

Twenty Year 6 students, accompanied by three staff members, travelled to Perth recently to attend the Zero2Hero Youth Mental Health Forum at the Conference Centre. The guest speakers included elite athletes and experts in the field of mental health. Feedback from both staff and students has been overwhelmingly positive with students enjoying yoga and workshops focused on self-awareness, body image and healthy eating.

Three Year 6 students have been nominated for the Vi Barham Award of Excellence, a regional award that recognises excellence in learning. Melia Day, Trevor Eastwood and Jacob Meiners will now participate in the rigorous selection process which involves a test of academic ability and interview with the Board of Trustees. We wish them well throughout this process.

The transition to high school for our Year 6 cohort continues throughout this semester. In recent weeks, Education Assistants from Narrogin SHS have been spending time in the Year 6 class, getting to know the students. These familiar faces will, I'm sure, provide some reassurance next year, when so much will be new and unfamiliar.

The Kindy class has recently hosted two parent events, a pampering morning for Mums and a Father's Day evening, both of which have been well received by the students and their family members.

The Parent Appreciation Breakfast hosted by the P&C generated delicious smells wafting across the quadrangle to greet early arrivals. On behalf of the school I would like to thank the P&C for this event, which not only filled bellies but fostered a welcome sense of community, which is particularly important, and most appreciated, in the present climate.

The school choir has been reinvigorated with the announcement that the One Big Voice music festival which has been cancelled will be replaced by a music festival here in Narrogin. Our Deputy Principal, Jo Hayes has enlisted the support of staff with musical interest or aptitude to ready the choir for their performance. We thank Mrs Lange, Miss Curtis and Tom O'Brien for their work with the choir.

I was fortunate last week to participate, in a COVID Assurance project, hosted by WA Country Health Service. We worked with representatives from the following agencies to clarify our role in outbreak management and identify how to reduce the risk of further transmission:

- WA Country Health Service (WACHS)
- Department of Education (DoE)
- Department of Communities (Housing & Family Support)
- WA Police (WAPOL)
- St John Ambulance
- Shire of Narrogin

I was joined in this exercise by representatives from the School Board and the P&C. I would like to thank Belinda Furphy and Kate Furphy for your participation and valuable contributions to the discussion. Information gathered from our involvement in this project will inform our ongoing planning processes to ensure we are well prepared in the event of a COVID-19 outbreak.

Coming Events

Other events scheduled for the coming weeks include:

- Year 5 Assembly, showcasing the students' work, following the Fremantle Literature Centre incursion
- Faction Athletics Carnival
- Year 2 & 3 excursion to attend St Matthew's production of Alice in Wonderland
- Book Fair and Learning Journey
- Year 5 & 6 excursion to the WA College of Agriculture Open Day
- Year 6 Camp to Perth
- Narrogin Voice Festival, in place of One Big Voice.

Louise Armstrong
Principal

September 2020 Canteen report

We continue to be very busy with recess and lunch orders each day.

Again we have not been able to purchase Popper Juices.

Juk is still coming in every day helping out. Juk is looking to find a paid job, which will mean I will need others to volunteer their time if and when this happens.

I will be taking weeks six and seven off in term four. Lynne has said she is able to work those two weeks for us.

