



East Narrogin Primary School - P&C Association

General Meeting

Minutes

Opened: 7.00pm

Venue: ENPS Staffroom

Date: 11th May 2020

Attendance: **Present:** Louise Armstrong, Ros Boothey, Lynne Dorset, Marie Edgley, Tahlia Gifford, Sarah Hennessey, Tegan Jamieson and Alyce Smith

Apologies: Belinda Furphy, Kate Furphy Emma Peddey

1. MINUTES OF PREVIOUS MEETING: Minutes of meeting held Monday 11th March accepted as a true and correct record. **Accepted:** Lynne **Seconded:** Marie

2. BUSINESS ARISING FROM PREVIOUS MINUTES:

2.1 Computer Disposal

- List of equipment has been forwarded to the school for checking they are happy to dispose of items on the list

Person Responsible

Louise to confirm with Fiona

2.2 Bulb Fundraiser

- Sales were down a little this year but many thanks to Kelly for organising
- Worth continuing in the future but maybe advertising more widely
- Will need to find someone for Kelly to hand it over to in the future

2.3 Mother's Day

- Opportunity to run a parent based activity in future
- School will keep up informed of activities they have planned and we can decide if we want to proceed with fundraiser

Louise

2.4 Dropbox

- Is Dropbox worth continuing with?
- Are there better ways/apps to control information sharing

Marie to discuss with Exec in future

3. CORRESPONDENCE

3.1 Incoming:

- February 2020 – WA School Canteen Association – Information and invoice – P&C has declined WASCA membership (we already have sufficient advice/guidelines for Canteen operations)
- 8 May – WACSSO – eNews for term 2 2020 – circulated to Executive for information

3.2 Outgoing:

- 25 April – Letter informing Ros that Job Keeper application has been submitted on her behalf

4. REPORTS

4.1 Treasurer's report – See attached

- Received a payment as part of the government small business stimulus package

Motion: "Due to receiving a small business payment, ENPS P&C would like to cancel the monthly payment to the ATO for our outstanding debt as soon as possible."

In favour: 9, Against: 0 **Carried**

Motion: "The excess funds to be redirected to the P&C funds account."

In favour: 9, Against: 0 **Carried**

4.2 President's report - presented at meeting

- Marie trying to keep in touch with Exec members and Louise under tricky circumstances
- Events, especially fundraisers, have been cancelled or postponed until further notice

4.3 Principal's Report - see attached

4.4 Canteen Report - see attached

- Ros looking to add a gluten free option for the soup
- Students are not keen on the Harvey Fresh juices so may try to source something else

4.5 Uniform Report - presented at meeting by Marie

- Not able to open from the canteen at the moment so trying to encourage online orders or Ros has been able to take orders if essential and distribute to students' school bags or from front office
- Form for online ordering is available on website and was included in the last newsletter
- Jumper order is on its way and hopefully here by the end of the week

Motion: "To move old stock of bottle green pants and scarves, we propose to sell them off at a reduced price of \$10."

In favour: 9, Against: 0 **Carried**

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

5.0 GENERAL BUSINESS

5.1 Lottery West grant

- Funding available for Covid-19 affected charities and groups to counter financial losses due to cancelled events

Person Responsible

Marie to investigate

5.2 Water Fountain update

- There was an ongoing P&C project application for water bottle filling station
- The maintenance group at the school took over the project and provided a bubbler near the oval but the school would still like to have a bottle filling station – type and location TBC but preferably out of the sun and backed on to existing plumbing

Louise to consult with staff and resubmit project application to reflect changes

5.3 Senior toilet upgrade

- P&C would be happy to assist the school if they decide to proceed, possibly with greater input from the students or possibly the Art Program

Louise to liaise with staff and students

5.4 New entrance to school

- New entrance to stop students using the office as a short cut
- Constructing a sensory walk with activities to keep kids busy

5.5 Kindy Landscaping

- Ongoing project application which school gardener has been working on
- Does the P&C need to assist with the next stage?

Louise and Tahlia to discuss

5.6 Arbours

- Still need to be painted to protect the pine from degradation

Sarah & Marie

Close of meeting: 8.30pm

Next meeting: Monday 8th June, 7pm in the Staffroom

EAST NARROGIN PRIMARY SCHOOL P&C

Treasurers Report for April 2020

Cash Reserve Account	\$ 10,062.79
P&C Account	\$ 7,579.71
Canteen Account	\$ 2,811.35
TOTAL FUNDS	<u>\$ 20,453.85</u>

GENERAL

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

As expected, because of COVID 19, there has been very little activity on our bank accounts. However we did complete the Spring Bulb sale fundraising. This netted us a profit of \$259.20 and a very big thanks to Kelly Smith for all her work during what proved to be a difficult time.

COVID 19 – We have enrolled for the Jobkeeper payment from the government as our turnover for March was down by 17.96%. The criteria for Charities was a turnover loss of 15%. We will not make any claim for the month of April but will for May and thereafter. Our canteen is open again but with very reduced sales so far. As we have to pay Ros for 4 weeks then claim the jobkeeper payment, I would like to suggest we make the payment of fortnightly salary to Ros from our contingency account and repay that account when the payment comes in from the ATO.

We have received our invoice from WACSSO for our yearly affiliation fee with a considerable discount for payment before the end of June which we will ensure happens. We will also be receiving soon our insurance invoices (liabilities and indemnity along with one for our equipment breakdown, food spoilage etc) which will be around \$700 and we usually get a refund of around \$100.

If there are any questions on any of the figures, please bring them to the general meeting on Monday.

Lynne Dorset
Treasurer

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

OPENING BALANCE \$ 2,341.75

Receipts

Canteen \$ 521.00
Uniform \$ 467.00
Catering
Interest \$ 0.19

Payments

Permapleat
WACCSO
Narrogin packaging
Wages \$ 360.32
Quickbooks Mthly sub \$ 20.00
Bill & Ben \$ 78.27
Superannuation
ATO - PAYG
ATO - penalty
instalment \$ 60.00
Qrtly Tsf to Contingency
Petty cash (Coles)
Narrogin Fresh
PFD
LW Reid
Upper Grt Sthrn Milk
Brownes
A & B Distributors

\$ 988.19

\$ 518.59

CLOSING BALANCE \$ 2,811.35

P AND C ACCOUNT

Opening balance \$ 7,438.88

Receipts

Bank interest \$ 0.63
Membership
Bulbs \$ 745.00

\$ 745.63

Payments

Bulb payment \$ 604.80

\$ 604.80

CLOSING BALANCE \$ 7,579.71

FUNDRAISING - SPRING BULB SALES

Receipts

sales of bulbs \$ 864.00

\$ 864.00

Payments

pmt to Tulips with a
Difference \$ 604.80

\$ 604.80

NETT PROFIT \$ 259.20



East Narrogin Primary School

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Principal's Report for P&C

11 May 2020

Enrolments

We have welcomed three new students this term, a family with two children from South Australia and a year 5 student who returns to us after a term elsewhere. As we have also had three students depart, our enrolled numbers remain stable at 167.

Staffing

Judy Garlick, our Learning Support Coordinator (LSC) has been Acting Principal of Newdegate PS since mid 2019. Up until now, this position has not been backfilled, with our Deputy Principal, Jo Hayes, fulfilling some of the requirements of the position. As Judy's position at Newdegate PS has been extended until the end of Term 2, we have now appointed Evelyn Wilkie, to the LSC role in a fixed term capacity. Evelyn's responsibilities include supporting teachers with Students at Educational Risk (SAER) and coordinating with Narrogin SHS in developing a comprehensive Transition program for Year 6 SAER.

Recent Events

In order to ensure children were able to return to school for the start of term, we have introduced safety precautions including but not limited to:

- Increased environmental cleaning throughout the day. Additional day cleaning staff employed to ensure high touch items and surfaces are cleaned regularly
- Hand sanitiser available in every classroom and common use areas
- Water fountains are being used only to refill water bottles
- Parents and carers are dropping students at the entrance to the school grounds
- Items in common use areas such as computer lab keyboards are cleaned prior to and after each use
- Excursions, incursions and interschool activities will not be conducted

These measures are allowing us to ensure that staff and students are not at increased risk by physically attending school. I would like to thank our parents and carers and the wider school community for supporting us in keeping our school safe.

Unfortunately, these arrangements have also meant that the following events have either not taken place or were modified to accommodate the physical distancing measures at the time:

- Bushfire Fundraiser – modified
- Harmony Day – postponed. We hope to include these activities as part of NAIDOC Week
- Interschool Swimming Carnival in Williams – cancelled
- Year 2 assembly – postponed
- School Photos – rescheduled to November 4
- P&C DISCO - postponed
- Combined Schools' ANZAC Service - cancelled

Term 2 Schooling

We now have almost eighty percent of our enrolment in attendance which means approximately twenty percent are still learning at home. It has been heart-warming to see so many of our children back in the classrooms and running around in the playground. However, we understand that for some of our families the decision to keep the children at home a little longer is what is best at the present time. There is no one-size-fits-all approach and individual families remain best placed to determine what is practical, reasonable and appropriate for their family.

Families currently learning at home have either accessed the paper-based packages prepared by our teaching staff or the online resources available through the Department of Education's (DoE) website.

Next week, we expect to receive advice regarding schooling for WA Public schools from Week 4 onwards. We will communicate this information as soon as it becomes available so families can make decisions regarding attendance. If there are children continuing to learn at home in Week 4 and beyond, the school will access paper-based work packages through the DoE and make these available to families.

Looking Ahead

Although we are unable to engage in any interschool activities at this time, we look forward to the time when we can reintroduce some whole school events and invite our parents and carers back onto school grounds. The Faction Cross Country Carnival, Mother's Day Morning teas and our whole school assemblies are all events which we hope to reschedule at some point in the not too distant future.

Louise Armstrong
Principal

May Canteen Report

The canteen was closed two weeks early in term one due to COVID-19.

The canteen is back in term two with very low orders for lunch.

Marie and Lynne have been busy setting up Job Keeper payments to keep the canteen open as usual.

I am following cleaning guidelines supplied by the Western Australian Department of Health.

The winter special is homemade soup (chicken noodle or pumpkin) with a bread roll for \$4.00.

There are no other changes to the menu.