



East Narrogin Primary School - P&C Association

General Meeting

Minutes

Opened: 7.00pm

Venue: ENPS Staffroom

Date: 8th June 2020

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

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

2. BUSINESS ARISING FROM PREVIOUS MINUTES:

2.1 Computer Disposal

- Letter received from Louise to advise that the P&C are not allowed to sell the equipment

2.2 Dropbox

- To be discussed at executive meeting at a later date

2.3 Lottery West Grant

- No progress

2.4 Water Fountain

- Louise has withdrawn the water fountain project due to having alternate funding for that particular project
- A new project application has been submitted for a water bottle filling station (lots of different types available)
- Committee members to evaluate project and score according to set standard and advise school what action P&C are going to commit

Person Responsible

Circulate scoring procedures
All members to evaluate project

3. CORRESPONDENCE

3.1 Incoming:

- 17 May – Roy McKenzie (via email) – Introduction as WACSSO state councilor for the region
- 22 May – Louise Armstrong via email – Computer disposal not able to be conducted by P&C

3.2 Outgoing:

- Nil

4. REPORTS

4.1 Treasurer's report – See attached

- \$3,000 received for Jobkeeper payment
- Insurance invoice – need to increase cover for additional value of uniform stock (\$15/unit which covers for \$1,000). Committee agreed to increase current insurance by 2 units. This will be reviewed next year to ensure adequate cover.

4.2 President's report - no report

4.3 Principal's Report - see attached

- Still some changes to enrolments, some families have decided to continue home schooling
- Playground equipment is still not open for use due to excessive cleaning requirements
- Restrictions will be monitored and hopefully activities and events will proceed next term

4.4 Canteen Report - see attached

- Helpers are now able to assist in the canteen so Ros will call Juk and get her back to help out

4.5 Uniform Report - presented at meeting

- Orders have still been coming in (sent with students and paid for online)
- 2nd hand items have been popular – would be great to see if we can get some more items
- Parents are allowed back onto the school grounds to get uniform items on Friday mornings (8.30)
- A big jacket, shirt and jumper order has been placed

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

5.0 GENERAL BUSINESS

5.1 Kindy Landscaping Project

- School might be looking for funds only as Tom is doing an amazing job making all sorts of things for the area
- Louise will talk to Tom about what additional materials may need to be purchased so P&C can have a firm figure to work with

Person Responsible

Louise

5.2 Senior School Toilet Project

- Tayla Curtis is working with students on designs
- Louise to find out what resources are required and get back to P&C

Louise

5.3 Special Meeting

- Special meeting was held to discuss whether or not to increase uniform stocks and spend some of the Cash boost money
- Minutes were circulated to all members so they were advised of decisions
- Louise advised there is no official plan to change uniform and the P&C would be consulted if any changes were to be proposed in future

Sarah

5.4 Cash Boost Funds

- P&C need to decide how we are going to spend the money
- Next newsletter to advertise for project ideas

Sarah

Close of meeting: 8.00pm

Next meeting: Monday 10th August, 7pm in the Staffroom

EAST NARROGIN PRIMARY SCHOOL P&C

Treasurers Report for May 2020

Cash Reserve Account	\$ 10,063.20
P&C Account	\$ 14,406.70
Canteen Account	\$ 2,167.54
TOTAL FUNDS	<u>\$ 26,637.44</u>

GENERAL

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

As shown in the statement of receipts and payments, we have received \$9,708 from the ATO – this is the cashflow boost from the COVID-19 stimulus package. Payment was meant to be \$10,000 but for some unknown reason, they withheld \$292 credit. This has since been paid to us in June so we have our full \$10,000.

As motioned at our last meeting, our outstanding debt of \$1020 to the ATO has now be repaid in full from this funding.

Our declaration for the month of May has been made to the ATO. This triggers the repayment of \$3000 for the Jobkeeper stimulus package. Payment should be received in June.

Our canteen turnover for the past 2 weeks has been on the rise so we may not be able to claim for the jobkeeper going forward. If we withdraw for a month or 2, we can start to claim again if our turnover falls. We will just need to keep a close eye on the canteen turnover each month.

We have received our insurance application for canteen and uniform. We need to discuss this to decide on how much to increase the uniform stock portion because of the additional stock we are purchasing. Our general indemnity insurance should be received within the next couple of weeks – we usually receive and pay this in June.

You may also notice some funds have been received into our P&C account for staff shirts. The school staff are wanting to have a uniform shirt and as we have a uniform account, we have agreed to receive the payments from staff and make the pmt to company. They won't be ordered until we have received all payments from staff.

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 MAY 2020			
CANTEEN ACCOUNT			
OPENING BALANCE			\$ 2,811.35
Receipts		Payments	
Canteen	\$ 2,747.60	Permapleat	\$ 2,159.85
Uniform	\$ 1,452.00	WACCSO (annual affln)	\$ 356.56
Catering		Narrogin packaging	
Interest	\$ 0.18	Wages	\$ 2,548.01
tsf fm P&C -jobkeeper	\$ 2,548.00	Quickbooks Mthly sub	\$ 20.00
		Bill & Ben	
		Superannuation	
		ATO - PAYG	
		Qrtly Tsf to Contingency	
		Petty cash (Coles)	
		Narrogin Fresh	
		PFD	\$ 515.30
		LW Reid	\$ 1,484.57
		Upper Grt Sthrn Milk	
		Brownes	\$ 293.05
		A & B Distributors	\$ 14.25
	<u>\$ 6,747.78</u>		<u>\$ 7,391.59</u>
CLOSING BALANCE			<u>\$ 2,167.54</u>
P AND C ACCOUNT			
Opening balance			\$ 7,579.71
Receipts		Payments	
Bank interest	\$ 0.84	Full repmt ATO debt	\$ 1,020.00
Membership	\$ 3.00	Tsf to Canteen	\$ 2,548.00
Staff shirts	\$ 683.15	(jobkeeper salary)	
ATO cashflow boost	\$ 9,708.00		
	<u>\$10,394.99</u>		<u>\$ 3,568.00</u>
CLOSING BALANCE			<u>\$ 14,406.70</u>
PROJECTS			
Water Fountain	??		
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 8 June 2020

Enrolments

There was very little student movement in Term One. This term we have seen an increase in students enrolling at and departing from East Narrogin PS. We have welcomed two new students in recent weeks and three children have moved to other schools. Our enrolled numbers currently stand at 168.

Recent Events

The latest easing of restrictions by the WA Government means that parents and carers will be permitted to enter school grounds to drop off or pick up their children from Monday, 8 June. This change will, I'm sure, be well received by our very patient parent community.

Whilst we missed having our parents on site, the reduction in visitors to our school, has enabled our gardener, Tom O'Brien, to give the front office a fresh coat of paint. This is a much welcomed improvement and has brightened up our foyer. Tom is continually surprising us with the breadth of his skill set and we thank him for the painting.

In other work about the school a long awaited water fountain has been installed near the oval and we have just received approval for our new retaining wall. We are now waiting on a start date for this project which will see the existing wall, which runs along three sides of the oval and is in a state of disrepair, replaced with a brand new wall. We are especially looking forward to this work taking place as it will then allow us to progress work on the Noongar Garden. We are also contemplating a space which could be developed as a modest nature play area.

Despite the best efforts of the Department of Education and individual schools, restrictions imposed by COVID-19 have required us to revisit our school calendar and cancel, postpone or reconfigure many of our planned events. The primary school year group which has undoubtedly been most impacted is the Year Six cohort, with the various activities and events which are traditionally enjoyed by the students in their final year of primary school, needing to be revisited to comply with the restrictions. The Year Six camp which was scheduled for early next term has unfortunately been cancelled. We will now apply our creative problem solving skills in considering an alternative which will still provide the Year Six students with the opportunity to participate in fun and challenging individual and team activities to extend and explore their abilities. We will also aim to offer an experience which leaves the students with those special memories from a challenging but enjoyable shared experience with their classmates.

Computer Disposal

We have been advised by a Senior Finance Consultant with the Department of Education (DoE) that our plan to allow the P&C to sell the computer parts on our behalf does not comply with approved methods of disposal. Given the time and effort the P&C has put into this project, I must apologise, on behalf of the school, that this information was not sought earlier.

One of the options available for the correct disposal of the computer parts is by public tender which would still allow parents, community members and staff to purchase the parts. We are currently exploring this option.

Term 2 Schooling

Following our “soft opening” to the term, in which schools were open for all parents and carers that *chose* to send their children, regular school attendance was reintroduced from Monday 18 May. From the start of Week 4, all children were expected to attend school, except for those students medically referred to learn from home. Since that time, our attendance has fluctuated from a low of seventy four percent to a high of eighty four. Traditionally, our school attendance rate hovers around ninety percent so we are working to support those families who have not yet settled back into a routine of regular school attendance.

One of the measures we are reintroducing to improve school attendance is the issue of a parent letter following an unexplained absence. In the majority of cases, parents respond to the automated SMS with a reason for an absence. If this does not occur the school will now send home a standardised absence follow up letter.

School Development Day

Whilst the children enjoyed an additional day at home following the long weekend, the staff returned to work for a prearranged School Development Day. These days provide opportunity for whole school planning and professional learning. Teaching and support staff were engaged in review of our operational plans and work around data literacy, which involves our use of data to analyse school and student performance. This work is in line with the Department of Education’s focus on using evidence to drive decision-making at all levels of the system. From a whole school perspective, we look at data to determine the success or otherwise of school programs and targeted initiatives. At a classroom level, teachers analyse data to identify the needs of individual students and develop targeted approaches to support improved educational outcomes. The next opportunity for staff to collaborate in this way will be the School Development Day scheduled for the beginning of Term 3.

Louise Armstrong
Principal

June Canteen Report

Lunch and recess numbers have increased for the last few weeks on most days.

I have been busy with these numbers as well as having extra cleaning.

There are several Gluten Free options on the menu as we have an increasing number of requests.

My resent order for Popper Juice was filled without any problems. The students seem to prefer these.