



East Narrogin Primary School - P&C Association

Executive Meeting

Minutes

Opened: 7.05pm

Venue: ENPS Staffroom

Date: 16th November 2020

Attendance: Present: Michelle Birrell, Marie Edgley, Kate Furphy, Tahlia Gifford, Sarah Hennessey, and Tegan Jamieson

Apologies: Louise Armstrong, Sandy Birrell, Ros Boothey, Lynne Dorset, Belinda Furphy, Emma Peddey and Alyce Smith

1. MINUTES OF PREVIOUS MEETING: Minutes of meeting held Monday 12th October accepted as a true and correct record. **Accepted:** Marie **Seconded:** Sarah

2. BUSINESS ARISING FROM PREVIOUS MINUTES:

2.1 Interschool Athletics carnival debrief

- Great feedback received from a variety of sources
- Well worth doing in the future (\$1,000+ profit)
- Plenty of donations and enough people to help out on the day
- May only be available every 4 years due to rotation with other schools

2.2 Graduation dinner (Thursday Dec 10th)

- Now moved to Monday 14th December
- Marie organising food and will get form to the school for preferences
- Marie would like to circulate running sheet for everyone who is helping

2.3 Speedway Catering - Ongoing

- To be confirmed closer to the date of the event

2.4 Filing cabinet

- School had a selection of cabinets for P&C to have a look at
- Storage of P&C documents and location TBC

2.5 Succession planning

- Louise had some documents about surveys etc – deferred to next meeting

2.6 Bags

- Ros has transformed the bags into aprons and a couple have been sold
- Great to use as advertising material at sausage sizzle etc

2.7 Fundraising at Narrogin Voice Festival

- Late notice from Narrogin PS about opportunity to join fundraising
- Something to consider if this type of event is run again in the future

2.8 Project Applications

- Need clarification on the exact cost
- Would like some information on how many staff are actually supportive of it
- Need more information before the scoring process can be carried out

Person Responsible

Marie
Marie

Marie to speak to
Louise

3. CORRESPONDENCE

3.1 Incoming:

- 15 Oct – BENQ – Invitation to attend interactive whiteboard demo at ENPS (Wed 21/10 @ 2.30pm)
- 15 Oct – Jet Boat Racing – Invitation to fundraise via sausage sizzle on 17/18 October
- 22 Oct – Jo Hayes – Project application for interactive panels
- 10 Nov – Filipa – Invitation to participate in fundraising at Narrogin Voice Festival

3.2 Outgoing:

- 16 Oct – Jet Boat Racing – Declined fundraising opportunity
- 16 Oct – Helpers List – Request for support for interschool carnival on Friday 23rd October

4. REPORTS

4.1 Treasurer's report – no additional information – see report below

4.2 President's report – no report presented

4.3 Principal's Report – no additional information – see report below

4.4 Canteen Report – no report

4.5 Uniform Report – no report

- Belinda to check the stocks of uniforms and work out when the uniform shop will be open at the beginning of next year (Thu 28 and Fri 29 Jan TBC). Marie and Tegan to assist if required

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

5. GENERAL BUSINESS

5.1 Promotion of P&C (brochures, website)

- Marie attempted to survey community for ideas through Facebook but with very few replies and we are already actioning some of the suggestions
- New members packs to be reintroduced (constitution, brochure, code of conduct etc)
- How to attract new members (incoming students and their families) – do a welcome BBQ before having a meeting at the Kindy/PP classrooms?
- For further discussion at a later date

Person Responsible

Close of meeting: 8.15pm

Next meeting: Monday 7th December, 7pm in the Staffroom – **To be confirmed**

EAST NARROGIN PRIMARY SCHOOL P&C

Treasurers Report for September 2020

Cash Reserve Account	\$ 10,514.52
P&C Account	\$ 16,308.00
Canteen Account	\$ 5,241.59
TOTAL FUNDS	<u>\$ 32,064.11</u>

GENERAL

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

Interschool sports carnival fundraising was a huge success with a net profit of \$1016.66.

A really good result, well done to everyone who helped out with this event.

Lynne Dorset
Treasurer

STATEMENT OF RECEIPTS AND PAYMENTS

FOR OCTOBER 2020

CANTEEN ACCOUNT

OPENING BALANCE				\$ 3,706.99
Receipts		Payments		
Canteen	\$ 2,008.00	Permapleat		
Uniform	\$ 529.00	WACCSO		
Catering		Narrogin packaging		
Interest	\$ 0.35	Wages	\$ 720.65	
		Quickbooks Mthly sub	\$ 20.00	
		Bill & Ben		
		Superannuation		
		ATO - PAYG		
		Qrtly Tsf to Contingency		
		Petty cash (Coles)	\$ 262.10	
		ENPS - Riley Yr 6 camp		
		PFD		
		LW Reid		
		Upper Grt Sthrn Milk		
		Brownes		
		A & B Distributors		
		Jobkeeper-tsf to P&C		
		L Dorset - Stationery		
		Annual insurance		
	\$ 2,537.35		\$ 1,002.75	
CLOSING BALANCE				<u>\$ 5,241.59</u>
<u>INTERSCHOOL CARNIVAL</u>				
Funds rec'd from sales	\$ 1,465.60	Alyce Smith - reimb	\$ 354.31	
Donation D Weisse	\$ 20.00	Purchase fm Weisse D	\$ 12.50	
		donation	\$ -	
Donation Coles	\$ 50.00	Jodie Raniere - reimb	\$ 84.00	Actual \$34
		PFD	\$ 33.13	
		Ngn Packaging	\$ 35.00	
	\$ 1,535.60		\$ 518.94	
		NET PROFIT		<u>\$ 1,016.66</u>
<u>PROJECTS</u>				
Water Fountain	\$ 3,000.00	P&C contribution		
Kindy Landscaping	??			
Senior Toilets	??			



East Narrogin Primary School

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Principal's Report for P&C 9 November 2020

Enrolments and Staffing

Our current enrolment sits at 170 students across K-6. Preliminary planning for the 2021 school year is based on projected numbers, which we expect to be slightly less than the 2020 enrolment. Wheatbelt data shows ten percent of students within the region moving at least once in 2019. This level of transiency is reflected in our cohort.

Workforce planning is continuing. A small number of permanent staff members have requested leave for the 2021 school year. Staff will be employed to fill these positions on a fixed term basis. As Judy Garlick, our Learning Support Coordinator has won a substantive position as principal of Newdegate PS, this position will be advertised as a clear vacancy. We congratulate Judy and wish her well in this position.

Maintenance and Upgrades

The middle tier of the oval retaining wall has now been concreted providing a space where students and parents may sit along the wall to watch events on the oval. The art work in the senior toilets has also been completed. The path to the ECE facility has been relaid to remove a trip hazard and repair work to the concrete steps leading up to the verandah near Room 7 has been undertaken.

Recent Events

We have been notified that our nominated students for the Vi Barham Award of Excellence, have not been selected to progress to the interview stage of selection.

Transition continues for the Year 6 cohort with individual and small group visits scheduled for students requiring additional support with the transition process. The new principal of Narrogin Senior High School, Mr John Watters, also visited the Year 6 group and spoke to them about what they could expect next year, what may be very different and those aspects of the high school experience which may actually feel familiar, albeit in a different setting. Transition for our new Kindy students has begun with a Parent Information session last month and continues with a series of visits, by the children, to the ECE centre.

The school choir will participate next week in the inaugural Narrogin Voice Festival. As well as showcasing a range of local performers, the festival brings together the choirs of Narrogin Primary School, East Narrogin Primary School, St Matthew's School Narrogin, Yealering Primary School and Gnowangerup District High School, for a very special 'combined choir' performance. Members of our school community and the general public are encouraged to come along and enjoy the festivities.

This week, the Year 1-6 students attended the NAIDOC Week Opening Ceremony in Gnarrojin Park and the Year 6 students represented the school at the Remembrance Day Service at Memorial Park.

Interagency Exercise – COVID Assurance Project

The COVID Assurance Project with Health WA in September, proved to be a valuable exercise, providing an opportunity for ENPS, surrounding schools and local agencies to identify areas of our planning for revision and improvement. The exercise also helped consolidate staff knowledge and our response confidence. I would like to thank Belinda and Kate Furphy for representing the P&C.

Education Conversations Forum

I was fortunate last week, to participate, along with Tom O'Brien, our school gardener in the Wheatbelt Regional Education Conversations forum. Department of Education staff partnered with the Department of Training and Workforce Development and local community representatives to discuss how at a school and system level we are equipping students with the contemporary and emerging work capabilities they will need for the future. The discussion recognised that this body of work begins in the early years of a child's educational journey and can not be left to the secondary school system alone. Our School Board member, Malcolm Jetta, addressed the forum, representing both the Aboriginal Early Childhood & Youth Services and Moorditj Youth Foundation Aboriginal Corporation.

Coming Events

Events scheduled for the coming weeks include:

- Year 1 Assembly
- Volunteer Morning Tea
- Dental screening
- Puppet Theatre Incursion
- T20 Cricket tournament
- In-term swimming for PP-Year 2
- Narrogin Network Celebration evening for staff

Louise Armstrong

Principal