



# East Narrogin Primary School - P&C Association

## Executive Meeting

### Minutes

**Opened:** 8.00pm

**Venue:** ENPS Staffroom

**Date:** 8<sup>th</sup> March 2021

**Attendance: Present:** Tracey Angwin, Louise Armstrong, Sandy Birrell, Ros Boothey, Lynne Dorset, Marie Edgley, Belinda Furphy, Sarah Hennessey, Tegan Jamieson, Emma Peddey and Alyce Smith  
**Apologies:** Michelle Birrell

**1. MINUTES OF PREVIOUS MEETING:** Minutes of meeting held Monday 8<sup>th</sup> February accepted as a true and correct record. **Accepted:** Lynne **Seconded:** Ros

#### 2. BUSINESS ARISING FROM PREVIOUS MINUTES:

##### 2.1 Speedway Catering

- 6 people at Speedway - 5pm (Alyce, Sandi, Belinda, Tegan, Michelle?, Jodie)
- Ros to confirm names with Bec Miller so they can get entry at gate

##### 2.2 BenQ Project Application

- Discussion of score sheets received and P&C agreed contribution

**Motion:** The P&C contribute the agreed 50% cost amounting to \$10,500 for the purchase of the interactive panels.

All members in favour, motion passed

##### 2.3 Disco

- Date changed to Wednesday 24<sup>th</sup> March
- Sausage sizzle, jungle theme, music and games etc
- Interested people to attend a planning sub-committee meeting

##### 2.4 Easter Raffle (Thursday 1 April – drawn)

- Need to check regulations for running a raffle
- Ask for items to be donated to P&C via newsletter and Facebook
- Tickets can be sold on the day of the assembly (Thu 1 April)
- Also book Coles for a wood raffle just before winter starts

##### 2.5 Water refill station

- No further progress

#### Person Responsible

Ros

Sarah – newsletter

Marie

#### 3. CORRESPONDENCE

##### 3.1 Incoming:

- 23 Feb – Louise (forwarded from WA Chief Health Officer – Covid regulations for events eg elections)

##### 3.2 Outgoing:

- 21 Feb – Helpers – AGM notice and opportunity to unsubscribe

#### 4. REPORTS

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

**4.2 President's report** – no additional information – see report below

**4.3 Principal's Report** - see report below

- Clive Hamilton not returning so hoping that Holli Hanson will continue in the role for the year

**4.4 Canteen Report** – no additional information – see report below

**4.5 Uniform Report** – presented at meeting

- Getting a new dress sample – like the polo shirt but longer – would need approval from Board

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

**5. GENERAL BUSINESS**

**5.1 Centrepay**

- Some families abusing the system and not paying their uniform costs in full
- May need to adjust payment system so that people only receive items once paid for in full

**Person Responsible**

Fiona to liase with Belinda

**5.2 ACNC**

- Lynne needs to provide 8 names of committee members for registration update

Lynne

**5.3 Canteen assistance**

- Kristy Pansini is helping in the canteen and we need to make sure she has done the Covid 19 food preparation online course

Ros

**5.4 Project Nominations**

- Call for new round of nominations for projects – due end of term so they can be assessed and prioritised at the next meeting

Sarah - newsletter

**Close of meeting:** 9.05pm

**Next meeting:** Monday 10<sup>th</sup> May.

## EAST NARROGIN PRIMARY SCHOOL P&C Treasurers Report for February 2021

Cash Reserve Account	\$ 10,740.93
P&C Account	\$ 22,262.99
Canteen Account	\$ 3,315.25
<b>TOTAL FUNDS</b>	<b><u>\$ 36,319.17</u></b>

### GENERAL

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

The school are discussing making changes to the payment of Centrepay to the P&C. This will be discussed during general business at the meeting.

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

Lynne Dorset  
Treasurer

<b>STATEMENT OF RECEIPTS AND PAYMENTS</b>				
<b>FOR FEBRUARY 2021</b>				
<b>CANTEEN ACCOUNT</b>				
OPENING BALANCE				\$ 3,386.49
<b>Receipts</b>		<b>Payments</b>		
Canteen	\$ 3,655.00	Permapleat	\$ 611.05	
Uniform	\$ 660.00	WACCSO		
Catering		Narrogin packaging	\$ 123.98	
Interest		Wages	\$ 1,596.67	
		Quickbooks qtrly sub	\$ 20.00	
		Bill & Ben		
		Superannuation		
		ATO - PAYG		
		ATO - penalty instalment		
		Qrtly Tsf to Contingency		
		Petty cash (Coles)	\$ 248.70	
		Narrogin Fresh		
		PFD	\$ 1,200.30	
		LW Reid	\$ 206.29	
		Upper Grt Sthrn Milk		
		Brownes	\$ 362.80	
		A & B Distributors	\$ 16.45	
	<b>\$ 4,315.00</b>		<b>\$ 4,386.24</b>	
CLOSING BALANCE				<b><u>\$ 3,315.25</u></b>



# East Narrogin Primary School

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Homer Street, Narrogin 6312

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## Principal's Report for P&C 8 March 2021

### Enrolments

Half way through first term, we have now received movement advices for all students who relocated over the summer. Our student enrolment is 156, which is as predicted.

### Staffing

The recruitment process is ongoing for our Gardener/Handyman position. In the meantime, Peter Forrest is helping to maintain the grounds, with additional hours to his existing lawnmowing contract. Clive Hamilton, our Indonesian teacher, has been unwell. We have been fortunate to have Holli Hanson step in to this role, in the interim.

### Events

In-term swimming and hockey clinics have been completed successfully. The students definitely enjoyed the hockey more on the cooler days. It's not really the sport for when the temperature is in the high thirties! All classes have now held their Parent Information meetings. The feedback from parents is that the information shared is valuable and they appreciate the opportunity to meet the teacher and have questions answered. It was also an opportunity for me to explain the new requirement for Third Party Services consent and to promote the school P&C and Board. This was particularly effective when supported by the endorsement of a current member – Thank you, Tegan. The number of parents in attendance was generally low across all classes. I am open to suggestions of how we may structure these sessions to capture a greater audience.

A late addition to the term's activities was the highly successful Music workshop and choir performance at the Narrogin SHS Performing Arts Centre in week 4. This was part of Hale School's South West Music Tour which saw 59 Hale School musicians participate in Choir, Concert Band, Orchestra and Jazz workshops with Narrogin students. Our choir students loved participating in the workshops and the senior students from Rooms 7 & 8 enjoyed the public concert in the afternoon. A certain amount of last minute timetable shuffling was required to accommodate our involvement but, by all accounts, it was well worth the effort to provide our students with this opportunity.

Last week, our Year 6 student leaders received their leadership badges in front of the school and parent community. The Faction Captains were also announced at this time. The awarding of leadership badges to all Year 6 students is a reflection of our philosophy that all upper primary students play an important leadership role in the school. In Term 2, the Year 6 students will attend a Student Leadership conference in Perth. The goal of which is for the students to leave the conference with an understanding of their role as a leader and practical ideas they can implement this year.

NAPLAN is scheduled for Weeks 3 and 4 of Term 2. This term our preparation is focused on ensuring our technical readiness, regarding devices and school network capacity. Prior to sitting NAPLAN, the Year 3 and 5 students will have an opportunity to become reacquainted with the format through the Public Demonstration site and participation in the Practice test session.

Louise Armstrong  
Principal

## Canteen Report

March 2021

As we settle into a new school year the canteen has had some busy days and some quiet days.

I have two helpers coming into the canteen most days. Juk and Kristy.

Kristy is able to fill in when I'm not able to work.

I have a meal deal for the swimming carnivals, a simple but balanced meal.

1 ham and cheese sandwich,

1 bag of vegie sticks,

1 muffin and

1 bottle of water for \$8.00

As we have mixed year classes this year and children are sitting in their year groups and not classroom groups

I ask that lunch orders have the year number and not room numbers on them.