



Banksia Park Primary School P&C Association Minutes

Attendance: Deeleni Bye, Alexis Catelli, Liana Tempest, Abby Conlon, Tracey Beasley, Chloe Killgour, Vickie Findlater, Theresa Wee, Mai Shimamoto, Melissa Hudson, Fransisca Kirana-Hird, Serena Gosney, Andrea Cooling, Kelly Nightingall, Rebecca Chan, Elizabeth Pearce, Prue Teather, Elizabeth Pearce

Quorum reached. Meeting started: 7:05PM

Item & Topic	Owner	Details	Comments / Actions / Resolutions
1. Welcome	President / Chairperson	Welcome & House Rules	
2. Apologies	Secretary	Read by Secretary	Melissa Kain
3. Confirmation of minutes of previous meeting	Secretary	The minutes of the previous General Meeting of Banksia Park Primary School P&C Association 19-03-2024 be taken as read and confirmed as a true and accurate record.	Motioned In: Deeleni Bye Seconded: Abby Conlon
4. Business arising from previous minutes	President	Refer to the Open Action Item list at the end of this agenda prior to the meeting. (please review in preparation)	
5. Correspondence	Secretary	1. Correspondence In 1.1 WACSSO Newsletter 2. Correspondence Out 2.1 WACSSO Newsletter	Motioned in: Deeleni Bye Seconded: Alexis Catelli Motioned in: Deeleni Bye Seconded: Alexis Catelli
6. Treasurer's Report	Treasurer	Distributed prior to meeting see separate email (please review in preparation).	Motioned in: Fransisca Kirana-Hird Seconded: Deeleni Bye

Item & Topic	Owner	Details	Comments / Actions / Resolutions
7. Other Reports	President Principal Convener	<p>Please review in preparation.</p> <ol style="list-style-type: none"> 1. <i>Principal- To be distributed at meeting</i> 2. <i>Band – sent 30/04/24</i> 3. <i>Canteen</i> 4. <i>Events and Fundraising - received</i> 5. <i>School Board</i> 6. <i>Uniform Shop - received</i> 7. <i>WACSSO</i> <p>Discussion points raised from reports above: N/A</p>	<p>Motioned in: Deleeni Bye Seconded: Rececca Chan</p>
8. Discussion Points		<ol style="list-style-type: none"> 1. Canteen <ul style="list-style-type: none"> - Spriggy app (see action item #6). - Harini extra pay for deep clean. - Pest inspection and pest control. - Purchase of knives. - Increase canteen expenditure. 	<ul style="list-style-type: none"> - Spriggy to be introduced in Term 3 along with the next menu. See Action #18. - Approve 7 hours to Harini for deep cleaning. Abby to forward emails from Harini as evidence of request. See Motion #6. Canteen sub-committee to look into alternate cleaning arrangements or timing on how best for this to be completed. See Action #19. - Serena to investigate what has been done in the past regarding pest control around the canteen area specifically ants. See Action #16. - Knives are blunt and not fit for purpose. Fran to supply a knife sharpener and see if that fixes the issues. -Canteen expenditure to be increased, see Motion #8.
9. Motions	President	<p>Motion 1: Motion in donation of \$600 (or more) from P and C to year 6 graduation events 2024.</p>	<p>Motioned in: Melissa Hudson Seconded: Abby Conlon</p>

Item & Topic	Owner	Details	Comments / Actions / Resolutions
		<p>Motion 2: Motion in Band Terms of References for 2024.</p> <p>Motion 3: Motion in canteen sub-committee</p> <p>Motion 4: Motion in fundraising sub-committee</p> <p>Motion 5: Spriggy to be introduced for Term 3 for canteen and fundraising.</p> <p>Motion 6: Approve payment for 7 hours to Harini for deep cleaning and supplies.</p> <p>Motion 7: Reimburse Mai Shimamoto for costs for products for canteen training.</p> <p>Motion 8: Increase canteen expenditure to \$1500 per term (extra \$500).</p> <p>Motion 9: Donation to Billie Donlevy of \$300 for gymnastics competition.</p> <p>Motion 10: Approve projected band expenditure as per band report.</p>	<p>Motioned in: Deleeni Bye Seconded: Andrea Cooling</p> <p>Motioned in: Andrea Cooling Seconded: Alexis Catelli</p> <p>Motioned in: Andrea Cooling Seconded: Alexis Catelli</p> <p>Motioned in: Abby Conlon Seconded: Andrea Cooling</p> <p>Motioned in: Alexis Catelli Seconded: Deleeni Bye</p> <p>Motioned in: Chloe Killgour Seconded: Vickie Findlater</p> <p>Motioned in: Abby Conlon Seconded: Deleeni Bye</p> <p>Motioned in: Abby Conlon Seconded: Melissa Hudson</p> <p>Motioned in: Alexis Catelli Seconded: Abby Conlon</p>
10. General/Other Business	All	1. Matthew and Rachel Donlevy have approached the P&C regarding a donation for their child Billie Donlevy (year 5) who will be representing WA in Rhythmic Gymnastics at the National Gymnastic Championships in QLD in May.	P&C to grant \$300 to the Donlevy family to go towards competition costs. See Motion item #9.

Item & Topic	Owner	Details	Comments / Actions / Resolutions
		Apparently, the P&C in the past have been able to contribute to other students in similar situations.	
11.		2. Naidoc celebration Term 2	Serena suggested canteen prepare damper scones for purchase by the students or do the cupcakes again. Fundraising committee to come up with ideas. See Action item #17.
10. Closure	President / Chairperson	Date of next general meeting is: May 28 th 2024 Meeting closed: 8:43PM	

Action items from 19-3-2024

Meeting Date	Description	Person Responsible	Status
19-3-2024	1. Fran to write up a compliance checklist for treasurer role. - Gisele started a document and Fran will provide additional information for handover to Liz.	Fran	Closed
19-3-2024	2. WASCA advise on record keeping templates - The canteen must be able to show that food is safe by maintaining records such as temperature controls. WASCA have provided templates to be used for this task.	Abby	Open - Determine what checks are being done and at what frequency. - Canteen to see what procedures are in place or introduce new ones.

19-3-2024	3. Fran to investigate bank account change	Fran	In progress - Waiting on bank to action the request.
19-3-2024	4. Band to look if they can change their terms of reference - Currently need 6 members, can it be changed to 5? And can quorum be changed from 4 – 3? Can the coordinator also hold secretary position?	Alexis	Closed - WACSSO advised numbers can be changed. Proxy votes need to be done online.
19-3-2024	5. Sub committees to be formed for canteen, fundraising and events. Terms of References to be updated and submitted with names of members for approval at next general P&C meeting	Abby (canteen) Andrea (fundraising)	In progress - Re-date TOR, need to find in the Google drive and make the changes.
19-3-2024	6. Phase in of Spriggy. Determine whether significant money would be saved by using two systems (Spriggy and Quickcliq). Decide whether to proceed with Spriggy in the future or remain with Quickcliq exclusively.	Abby	Closed - Spriggy to be introduced to Term 3
19-3-2024	10. Finance review - Need to setup/view the detailed P&L for the canteen. - Budget tracker for the fundraising committee. - Is this in place for the band and uniforms? Dee to start a template for canteen to use and other groups to use to keep track of costs.	Dee	Closed - Xero has been set up for different committees. - Uniform shop to adopt P&L spreadsheet for tracking.
19-3-2024	11. Need to finalise the P&C calendar for fundraising events.	Andrea	Closed

19-3-2024	12. Annual financial statement not balancing.	Fran	Closed
19-3-2024	13. School can reimburse P&C for Harini's training via the Healthways grant. - Fran to supply Serena with receipts for training and associated wages.	Fran	Closed
19-3-2024	14. Liana currently investigating the canteen food costs looking at each menu item. - Fran to supply Liana with supplier costs, i.e. Brownes.	Liana & Fran	Closed - Good response to survey from school community. - Canteen has received useful feedback and will continue to make the necessary changes to make the canteen compliant and profitable.
19-3-2024	15. Consolidating bank accounts. - Currently the P&C have seven different accounts. - Fran to look at simplifying and what accounts can be consolidated. - Look at moving the canteen long service funds.	Fran	In progress - So far have only been able to reduce the number of accounts by one.
30-04-2024	16. Serena to investigate what has been done in the past regarding pest control around the canteen area specifically ants.	Serena	Open
30-04-2024	17. Serena suggested canteen prepare damper scones for purchase by the students or do the cupcakes again. Fundraising committee to come up with ideas.	Abby & Andrea	Open

30-04-2024	18. Canteen committee to liaise with Serena re plans and final approval of menu for Term 3.	Abby & Canteen Committee	Open
30-04-2024	19. Investigate requirements for a deep clean in canteen – frequency etc. re health and safety standards.	Liana	Open

Banksia Park Primary School P&C Association

Monthly Report as at 20/04/2024

1/01/2024 to 20/04/2024

	Canteen	P&C	Uniform	Band	Total
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Receipts									
Sales/Membership	9,163	CS	-	PSA	9,321	US	3,300	BS	21,783
Fundraising	-	CF	1,320	PFU	-	UI	-	BF	1,320
Special events	-	CS	-	PSP	-	US	-	BS	-
Donation	-	CI	-	PDC	-	UI	-	BC	-
Commission	-	CC	80	PCC	-	UC	-	BC	80
Interest	52	CI	46	PIN	-	UI	85	BI	183
WhoGivesACrap	-	CA	-	PWI	-	UY	1,220	BV	1,220
Total Receipts	9,215		1,446		9,321		4,605		24,586

Supplies/provisions	4,524	CF	-	PPR	-	UI	887	BF	5,411
Uniform stock	-	CS	-	PST	7,704	US	-	BU	7,704
Event Provi/Event Hire	-	CF	2,698	PEV	-	UI	-	BE	2,698
Annual fees/insurance	-	CI	250	PIN	-	UI	-	BI	250
Licences/subscription	681	CS	8	PSL	-	US	-	BS	689
Donation/Scholarship	-	CI	-	PDC	-	UI	-	BC	-
Motor vehicle	-	CF	-	PMI	-	UI	-	BM	-
Prepaid card	2,000	CF	-	PPR	-	UI	-	BF	2,000
Repairs & maintenance	-	CF	-	PRE	-	UI	-	BF	-
Stationery/Internet/Labels	-	CF	-	PNE	-	UI	-	BM	-
Superannuation	400	CS	-	PSL	-	US	-	BS	400
Wages/Annual Leave	3,923	CA	-	PWI	-	UY	-	BV	3,923
Equipment/Sports Equip	647	CF	-	PEC	-	UI	-	BE	647
Total Expenses	12,174		2,956		7,704		887		23,720

Net Surplus/Deficit	(2,959)		(1,509)		1,617		3,718		866
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Bank Balances	1/01/2024			20/04/2024	Total per segment
	Opening	Deposits	Withdrawals	Closing	
Canteen Hardw	\$3,309.62	14.62	440.00	\$2,884.24	
Canteen LSL	\$8,419.79	37.40	297.95	\$8,159.24	
Canteen General	\$7,810.28	10,550.78	12,754.34	\$5,606.72	\$16,650.20 Cant
P&C Long Term	\$10,046.44	197.93	152.00	\$10,092.37	
P&C General	\$13,925.85	10,261.81	10,270.00	\$13,917.66	\$24,010.03 P&C
Band Telenet	\$18,597.99	170.65	0.00	\$18,768.64	
Band General	\$9,943.16	4,434.00	886.50	\$13,490.66	\$32,259.30 Band
	\$72,053.13	25,667.19	24,800.79	\$72,919.53	

Your last logon was Saturday 20/04/2024 19:39 WST

[All Accounts] as at Today 20/04/2024 21:24 WST [Filter](#)

Accounts

Account Name	Account Number	Balance	Credit Limit	Uncleared Funds	Available Balance
Top up P&C Long Term Account	302-162 0292007	\$10,092.37	\$0.00	\$0.00	\$10,092.37
BUSINESS TELENET SAVER-Band Ac	302-162 1154218	\$18,768.63	\$0.00	\$0.00	\$18,768.63
BPPSP&CCantRes.Hardware&Repair	302-162 1173828	\$2,884.24	\$0.00	\$0.00	\$2,884.24
BPPSP&CCantRes.HolidayLongServ	302-162 1173836	\$8,159.24	\$0.00	\$0.00	\$8,159.24
Band Account	306-110 4150177	\$13,490.66	\$0.00	\$0.00	\$13,490.66
CHEQUE ACCOUNT - General	306-110 4150290	\$13,917.65	\$0.00	\$0.00	\$13,917.65
CHEQUE ACCOUNT - Canteen	306-110 4150313	\$5,606.74	\$0.00	\$0.00	\$5,606.74

Total Balance: \$72,919.53

Total Available: \$72,919.53

SUB-COMMITTEE REPORT FORM

SUB-COMMITTEE:	Andrea Cooling, Shannon Cuijpers, Bec Goff, Chloe Killgour, Melissa Hudson, Vickie Findlater, Prue Teather, Deleeni Bye, Alexis Catelli
Attendance	Andrea Cooling, Bec Goff, Melissa Hudson, Vickie Findlater, Deleeni Bye, Alexis Catelli
DATE:	Friday 26 April 2024
PREPARED BY:	Andrea Cooling

POINTS OF INTEREST

1. Fundraising Events Calendar planning

- Thursday 9th May, Mothers Day Stall
- Wednesday 29th May, Music Showcase sausage sizzle
- Thursday 27th June, Edu Dance Concert Raffle
- Friday 26 July, Pajama Day gold coin donation
- Tuesday 27th August, Fathers Day event
- September TBC, BPPS Sports Carnival Date, Coffee Van & Cake Stall
- Colour Run TBC Icy Pole sales
- Friday 25th October or Friday 1st November, Disco Halloween theme
- End of year event Quiz night or Movie night TBC

2. Mothers Day Stall Thursday 9th May

- Advertising poster and sign up link posted to parents & P&C Facebook pages, parent rep chat groups and newsletter.
- Music Room is free need to confirm if ok with Serena and book 8.30am – 3.00pm
- Busy bee with committee for various item wrapping/finalizing Friday 3rd May
- Order placed and invoices to be sent for:
 - Flower National dried flower wall hangings
 - Suzie's glitter earrings
 - Louise Hookham tealight candles

- Bec has received TEMU order needs to send invoice to Treasurer for reimbursement
- Chloe to make coffee scrubs
- Bec, Chloe and Mel to organize succulents and potting
- Mel to bake sugar cookies, bags have been ordered
- Team discussed what we do about the Kindy class not at school on the stall date. We agreed of a selection of items to be brought to their classroom, for them to purchase.

3. Music Showcase – Wednesday 29th May

- Opportunity discussed to provide food on the night. All agreed a sausage sizzle, drink boxes and bottles of water was the best idea.
- Need to create an advertising poster to be shared on FB pages and newsletter. We also need to share with West Leeming Primary School P&C rep

4. Pizza day discussion – Term 2

- The team agreed it's a great idea to trial in Term 2 towards end of term.
- We have been quoted a price not on cheap Tuesday, so need to find out if it is cheaper to do on a Tuesday as opposed to a Thursday.
- Pre orders will be set up on Quickcliq

5. Disco date

- Team agreed the disco should be later in Term 3 when the weather is starting to improve.
- Halloween theme was suggested either being Friday 24th October or Friday 1st November just after Halloween.

6. Fathers Day event

- Team agreed Tuesday 27th August giving the other Kindy a chance to participate
- Undecided on if we will do a Fathers Day stall or something else

7. Other fundraising opportunities linked to school events

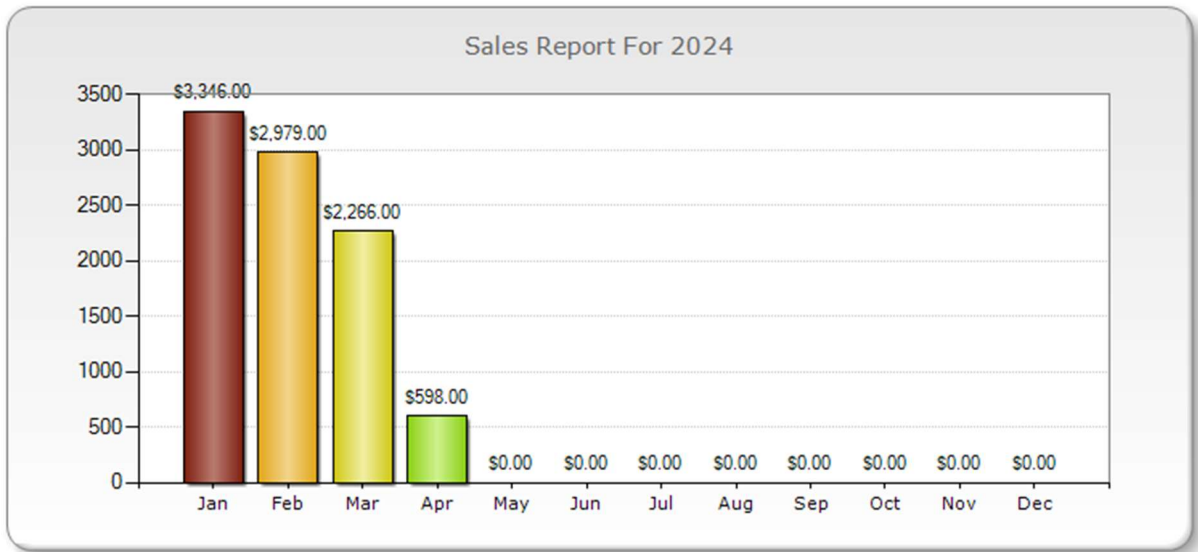
- Edu Dance concert raffle. A selection of hampers with different themes. Letters need to be drafted for donations from local businesses.
- BPPS Faction Sports Carnival. Ponytails & Fairytales fundraising page is already set up. Team to look at profit numbers vs a DIY approach.
- Pajama Day for a gold coin donation July when it is cold. Suggestion Friday 26th July

8. Terms of Reference – No change necessary	
9. Budget tracker	
<ul style="list-style-type: none"> Deleeni shared with the group the budget tracker she wants us to use for events going forward. 	
10. Roles & Responsibilities	
<ul style="list-style-type: none"> Andrea suggested member of Fundraising can Project Manage an event of their interest throughout the year. The team supported this idea meaning everyone gets to share the load and be able to work on things of their interest and skills. 	
FINANCIAL (reconciliation or figures must be reported to the P&C Treasurer prior to P&C meeting)	
<ul style="list-style-type: none"> MONEY SPENT 	\$0
<ul style="list-style-type: none"> PROFIT MADE 	Easter Raffle \$1090
<ul style="list-style-type: none"> FUNDS REQUIRED 	
ITEMS FOR AGENDA	
<ul style="list-style-type: none"> FOR DISCUSSION 	Fundraising Calendar
<ul style="list-style-type: none"> FOR APPROVAL 	

**BANKSIA PARK PRIMARY SCHOOL
UNIFORM SHOP
P&C REPORT 23/04/2024**

Sales Report as at 23/04/2024

*Report reflects all transaction types (online orders, Square and cash sales)



Uniform Shop news

- Polar Fleece jackets are in stock ahead of winter.
- Did we want to stock fleece tracksuit pants, don't sell a lot as most families purchase from Kmart etc. Should we just stock the zip ones as these aren't easily purchased elsewhere?

BPPS Band Budget 2024		
Income:		
	Fees	
	14 x Yr 5 & x 14 Yr 6 students (28 x 180)	\$5,040.00
	17 x Yr 4/5 students (17 x 180)	\$3,060.00
		\$8,100.00
	Fund Raising:	Net
	WGAC fundraising	\$800.00
	Concert	\$1,300.00
	ONO	\$0.00
		\$2,100.00
	Projected Income 2023	\$10,200.00
Expenditure:		
	Yr 4 Workshop	\$2,000.00
	Yr 4, 5,6 weekend workshop	\$4,000.00
	Equipment/Music	\$2,500.00
	Trailer Rego	\$50.00
	trailer insurance	\$80.00
	Transport (4 x bus)	\$1,200.00
	Crown	\$500.00
	Silver Threads	\$100.00
	Band Conductor	\$2,000.00
	Projected Expenditure 2023	\$12,430.00

Projected Profit/Loss

-\$2,230.00

BPPS Band Committee	
Income and Expenditure Year to Date Summary as at 29/04/2024	

	Income
Band Fees	\$ 3,420.00
WGAC (monet deposited from orders)	\$ 1,220.00
One Night Only	\$ -
Fundraiser	\$ -
Bank Interest	\$ 84.65
Camp	\$ -
Donation	\$ -
Instrument Sales	\$ -
Miscellaneous	\$ -
Total Income	\$ 4,724.65

	Expenditure
Band Lunch	\$ -
WGAC (refund for fundraiser)	\$ 886.50
Band Weekend workshop 4,5,6	\$ -
Equipment & Instrumental Books	\$ -
Crown	\$ -
One Night Only	\$ -
Workshop year 4	\$ -
Band Bash	\$ -
Trailer Rego	\$ -
Misc	\$ -
Silver Threads	\$ -
Total Expenses	\$ 886.50

Nett Profit/Loss	\$ 3,838.15
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Band Accounts as at : 29/04/2024

Band Account 306-110 4150177	\$ 13,610.66
Telenet Saver 302-162 1154218	\$ 18,768.63

Cash at bank	\$ 32,379.29
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Opening balance		28,541.14
Receipts ytd	\$	4,724.65
Payment ytd	-\$	886.50
Closing balance (must match with bank balance)		32,379.29
must be zero		-

Spriggy vs. QuickCliqs Analysis

Decision Required

	Spriggy	QuickCliqs
Canteen		
Online sales	1.00%	1.50%
Cost per order (parents)	\$ 0.29	\$ 0.28
Merchant top-up fee (parents)	\$ -	1.50%
<i>Visa/MC</i>		1.50%
<i>AMEX</i>		4.00%
Setup fee	\$ -	N/A
Support fee	\$ -	\$ -
Events		
Online sales	1.00%	\$40/1.5% whichever is greater
Cost per order (parents)	\$ 0.29	\$ 0.28

Financial Analysis - Canteen				
	Spriggy	QuickCliqs	Difference	
Annual Online Sales				
\$ 10,000.00	\$ 100.00	\$ 150.00	\$ 50.00	
Annual total order cost for parents				
\$ 400.00				
	\$ 116.00	\$ 112.00	-\$ 4.00	
Annual total merchant top-up cost for parents				
\$ 400.00				
	\$ -	\$ 6.00	-\$ 6.00	

	Pros	Cons
Spriggy	<ul style="list-style-type: none"> - Select timing of sticker printing - saving time for canteen - Wastage of sticker sheets - potential wastage - Separate functionality for events 	<ul style="list-style-type: none"> - Not suitable for uniform shop - Parents would need to use two apps - Pricing not competitive enough to be sole reason to adopt
QuickCliqs	<ul style="list-style-type: none"> - No need to move platforms - Works well otherwise 	<ul style="list-style-type: none"> - User experience is dated and not intuitive - Currently charges merchant fee per 'menu' (could be consolidated same as spriggy) - No separate events section