

Minutes of General Meeting (Finance Meeting)

27th June 2022 at 7pm

Held: School Staff Room

ATTENDANCE

Taryn Greenfield (Canteen Coordinator/Executive)	Mike Gulberti (Deputy Principal)	San Teo
Francesca Pettenon (Uniform Coordinator/Executive)	Lauren Riquelme	Su Lim
Maggie Harcombe	Leigh Savage	Ella Ren (Uniform Coordinator)
Simon Dufall (Deputy Principal)	David Wu (Treasurer /Executive)	Jane Xiao
Lisa Chamberlain (Fundraising Coordinator /Executive)	Robert Stirling	Tammy Cooper
Nicky Bloomfield	Lee Burns	Stephen Moore
Jinny Kang	Jenny Cotham	Adam Deane (Secretary)
Karina Meldrum (Principal)	Bernice Tan	Glyn Geen (President, CHAIR)
Leanne Vallance		

ITEM	ACTION
1. Meeting Opens 7:03pm	
2. Apologies 2.1. Abby Holme (Vice President/Executive), Rosaline Lee, Mihee Youn, E-Mae Lim (Band Coordinator), AnnMaree Geen (Graduation Committee)	
3. Confirmation of Minutes of Previous Meeting 3.1. Resolution: That the minutes of the previous General Meeting of Winthrop Primary School P&C Association on 23 May 2022 be taken as read and confirmed as a true and accurate record.	
4. Treasurer's Report David Wu tabled the following financial reports noting the balance of combined P&C bank accounts is currently \$197,800. 4.1. WPS P&C 2021 Financial Statements 4.2. WPS P&C 2022 YTD Results <ul style="list-style-type: none"> • David advised the average annual spending by the P&C in the last 3 years was between \$47-\$66,000 • Glyn noted that our objective as a P&C is to spend the money on the funding items this year, and that the C and D Block playground project was set to recommence with a proposed increased budget. • David advised that the 2021 Audit is still incomplete however would submit the final audited accounts as soon as available. 	David

<p>5. Proposed Funding 2022</p> <p>5.1. Refer to the attached spreadsheet for funding approval status.</p> <ul style="list-style-type: none"> ● Francesca requested a poll be used in future years to assist the P&C to help identify top items for funding. Glyn clarified that the suggestion of a poll included a survey. ● Robert Stirling, San Teo & Jane Xiao left at 8:07pm. ● Jenny Cotham left the meeting at 8:56pm <p>5.2. Resolution: Funding for 2022 totalling \$154,145 per the attached schedule was approved. The top 15 funded items were as follows:</p> <ul style="list-style-type: none"> ○ \$105,000 - C/D Block Playground ○ \$10,000 - Kindy deck area ○ \$5,000 - Classroom Block Aboriginal signage ○ \$5,000 - Pre-Primary Playground area ○ \$4,000 - Excursion cancellation costs fund ○ \$2,500 - new cricket pitch (+ \$5,000 grant and \$2,500 community funding) ○ \$2,100 - Teacher Classroom budget topup ○ \$2,000 - Honour Boards ○ \$2,000 - Front office PBS and logo signage ○ \$2,000 - Maths and English resource budget (top-up of school budget) ○ \$2,000 - Annual Library Books Grant ○ \$2,000 - Sports Medals and Ribbons ○ \$1,650 - Online Safety Awareness ○ \$1,500 - Graduation Committee ○ \$1,450 - Winthrop Farmers Kitchen Garden program 	<p>Adam</p>
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<p>6. Funding Ideas 2023 & Beyond</p> <p>6.1. Comments were called for items on the 2022 Parent Project Ideas List.</p> <ul style="list-style-type: none"> • Steps & Stairs - Karina advised that the school had followed up with DoE to complete a health & safety assessment on the stairs around the school. DoE will complete the assessment however Karina was advised that no modifications may be made to the stairs as this may pose an additional safety risk. • Dog poo on school oval - Melville Council security have been contacted to see if they can assist with signs however they are unable to provide them. Melville security will conduct additional drives around the school but noted they were not allowed to enter school grounds. School to test simple low cost signage for a few months to determine effectiveness. • Chilled water - each block (except E block) has access to a filtered water chiller. The school will obtain a quote to chill the E block drinking fountain and add a fountain to the undercover and basketball areas. • CCTV - Karina had made preliminary enquiries into CCTV for the school. Initial feedback suggested that the ongoing cost of monitoring and connection to police is significant and the current school IT infrastructure would not be able to support it. DoE advised that the school would be required to demonstrate a need for CCTV which included significant vandalism/destruction. 2 years ago the school asked DoE to look at putting a fence around the school however this was declined as not deemed necessary by DoE. • Security Signage - school to post signage around the school which includes contact details for the relevant security company/authority which would allow reporting of antisocial behavior. 	<p>Karina</p> <p>Lisa</p> <p>Karina</p> <p>Karina</p>
<p>7. Summary of Actions</p> <p>7.1. See ACTIONS noted above & attached.</p>	
<p>8. Date of Next Meeting</p> <p>8.1. General Meeting - Set for 29 August 2022, (Term 3)</p>	
<p>Meeting Closed: 9:23pm</p>	

Winthrop Primary School P&C

Finance Meeting 27 June 2022

Approved Funding List - FINAL



Request Group	Priority	Item Name	Est. Cost	Defer to 2023	Committed (Approved)	Owner / Requester	Funding Rationale / Notes
Major works	School Priority 1 (blue)	C/D Block Playground	\$95,000		\$105,000	Glyn / Karina	Additional funding to allow for non-nature playground but retain full scope of equipment (after detailed student and teacher input in 2020). Concept design developed with school community input in 2020 with funding of \$75k approved. Committed in 2020 for funding 2021. Final construction quotation for original nature play design ranged from \$130 - 160k.
Major works	School Priority 3 (salmon)	Kindy deck area repairs	\$5,000		\$10,000	Lisa Chamberlain	Small area near sand pit, previously was covered in gravel but gets repeatedly covered in sand, leaves. The decked area is in shade - increases shaded play spaces.
2022 Projects	School Priority 2 (green)	Classroom Block Aboriginal Naming and Signage	\$5,000		\$5,000	Karina Meldrum	Classroom block naming signage – inclusion of name of Indigenous season on each block example – PP would become Kambarang PP (classroom numbers remain) – Admin - Wanjoo - welcome – Specialist block - Koort - heart – Canteen undercover - Yarning place – A/B undercover - Waabiny - playing – Then the seasons for the classroom blocks. The signage for PBS and the Indigenous block names are not simply beautification. These signs embed the curriculum elements of PBS and the Aboriginal Cultural Standards Framework. Both of which are DoE initiatives and reflective of both the school's and the DoE's strategic plans.
Major works	P&C	Pre-Primary Playground Area	\$5,000		\$5,000	Glyn Geen	Ongoing improvements to PP play area: white sand; mulch; games and play equipment. [Various items to replace, refurbish and purchase to ensure we continue to provide a safe and imaginative play space for the PP students.]
Annual Funding	School Priority 3 (salmon)	Excursion cancellation costs funding	\$4,000		\$4,000	Karina Meldrum	Covid has seen significant numbers of cancellations where the School IS REQUIRED to refund parents. In most cases, excursion costs are not recoverable by the school - and so excursions are now higher risk than pre-covid. This approval is to establish an \$4,000 refund line item which allows the school to proceed in committing to excursions without having to take account of refunding in planning FOR THIS YEAR ONLY. Clarification from Karina that the school is amendign the terms of fees and charges (with board approval) to say 'no refunds'.
Major works	P&C	Cricket pitch			\$2,500	Glyn Geen	Previously approved funding of up to 25% of the project. 50% WACA grant funding approved. 25% fuding from Bateman JCC
2022 Projects	Parents - No estimate High	Teacher Classroom Budget Topup	\$2,100		\$2,100	Parents	Teacher Classroom Topup Budget - 21 classes @ \$100 \$2100. These funds would result in a \$100 increase to each teacher's classroom budget. Average teacher classroom budget (on top of other discipline budgets) is ~\$380.
2022 Projects	School Priority 2 (green)	Annual Honour Boards	\$2,000		\$2,000	Karina Meldrum	Annual Honour Boards 2021 – 30th year anniversary – updated each year for display in the front office. (Approx. \$400 per board per year ongoing from 2023). This is for Yr 6 Kids.
2022 Projects	School Priority 2 (green)	Front office facia refresh - PBS and logo signage	\$2,000		\$2,000	Karina Meldrum	Completion of front facia of school – removal of old signs, new PBS signage and school logo to right of office door.
2022 Projects	P&C	Maths and English resources budget (Reduced line item in 2022 school budget)	\$2,000		\$2,000	Glyn Geen	Top-up of schools' Maths and English budget which was a reduced line item in 2022 school budget. NOTES / Background: 2020: \$3,000 funded, 2021: \$3,000 funded for READING BOOKS K-2 to support Letters and Sounds (De-codeable Books) Note that the School had purchased the online learning library resource. 2021 funds were sufficient to commence in all classrooms.
Annual Funding	P&C	Library Books Grant	\$2,000		\$2,000	Glyn Geen	Matching schools library budget for narrative text replacement; Consider a 'read-a-thon' type activity to dedicate funds to specific purpose
Annual Funding	P&C	Sports Medals and Ribbons	\$2,000		\$2,000	Karina Meldrum / Mike Gulberti	Approved up to \$2,000 (~50c per ribbon). School to confirm annual ordering requirements / funds.
Annual Funding	School Priority ongoing	Online Safety Awareness - Paul Litherland	\$1,650		\$1,650	Karina Meldrum	Paul Litherland Surf Online safe (Parent and student presentations). This is 4 sessions, yr4, yr5, yr6 & parents.
Annual Funding	P&C	Graduation	\$1,500		\$1,500	Ann-Maree Geen	2022 - Adobe not required. Funds required for end of year event and to ensure Leavers book cost to Parents is reasonable. 2021: \$700 for Adobe software licence purchase. \$2500 committed @ March meeting.

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Annual Funding	P&C	Winthrop Farmers Kitchen Garden	\$1,450		\$1,450	Kate Reading	New program: Currently, the establishment and operation of the kitchen garden between PP and C block has been funded from the Grounds Budget. However, with the formal establishment of the Winthrop Farmers as a program to support children with specific educational and developmental needs, propose annual funding to assist in the delivery of the program and operation of the garden. I have liaised with teachers and EAs participating in the program regarding equipment and supplies that would enhance its delivery and regular operation of the garden, and this includes: protective equipment (gloves, hats, gumboots) \$100; garden equipment (watering cans, stakes, trowels, garden arch) \$250; garden materials (seeds, seedlings, potting mix, manure, fertiliser, mulch, worms) \$900; and cooking equipment (printed aprons, air fryer) \$200. Total budget \$1,450.
2022 Projects	School Priority 3 (salmon)	C & D Block Toilet Painting & Decorating	\$1,000		\$1,000	Karina Meldrum	Same as Girls bathroom in 2021
2022 Projects	Parents - estimate High	Low income family support for non-essential items	\$1,000		\$1,000	Parents	Funds to support kids from low-income families (school material/lunch/uniform). Intent would be to cover either essential items not covered by Department funds or non-essential items (eg school photos)
Annual Funding	P&C	Grounds	\$500		\$1,000	Kate Reading	Mtc, mulch, plants, Soil and Seedlings replenishment. Tools, hardware. (2020: \$1,100) Projects include timber oil for sanding and refinishing B Block (and other high priority) blocks - Dads Group labour
Annual Funding	School Priority ongoing	Chaplaincy program - In Real Life	\$1,000		\$1,000	Karina Meldrum	Joyce Barrett program at WPS - ongoing program ad is a social skills program Books and resource costs.
Annual Funding	P&C	Interschool Shirts	\$500		\$500	Karina Meldrum / Mike Gulberti	confirm if allocation is required for 2022 for purchase of interschool uniforms?
Annual Funding	P&C	Walk to School Day expenses	\$500		\$500	Abby Holme	
Annual Funding	School Priority ongoing	Drug Awareness - Jade Lewis Just Say No	\$495		\$495	Karina Meldrum	Jade Lewis Just Say No. This is a Year 6 & Yr 6 Parents Only Program
Annual Funding	P&C	Teachers appreciation morning tea	\$250		\$250	Zarin Salter	Around \$250 for special catering eg a coffee van; plus token gifts of appreciation
Annual Funding	P&C	End of Year P&C Meeting	\$200		\$200	Glyn Geen	Platters at end of year meeting
2022 Projects	School Priority 3 (salmon)	Artwork Project for Undercover area	\$0		\$0 - See Notes	Karina Meldrum / Glyn Geen	Amending purpose of previously approved funding of \$11,500 in 2020 held 'reserved' for undercover area artwork project. Digitisation and re-printing of the Seasons artwork [\$5,000] PLUS: Removal of original Seasons artwork and repositioning to the Undercover Area [subject to quotation by School. Anticipated costs for repainting West wall, timber supports as required for rehangng.] This has advantage of protecting original artwork and refreshing the undercover area mural wall area approved in 2020. Focus for The Arts which as articulated in our next WPS Business Plan 2021-2023. The 2020 visual arts proposals included a refresh of the undercover area artwork (fish mural) as the Priority project, and also included a mural for the PP building.
2022 Projects	Parents - estimate High	Web form "Wish Tree"	\$500		\$0 - See Notes	Parents	Online suggestion box can be implemented for no cost.
2022 Projects	Parents - estimate High	Dog (and owner) rules signals for the oval ("Respect our kids - pick up your dog poo")	\$250		\$0 - See Notes	Parents	We will check if City of Melville will supply these. 'No cost' signage will be trialled.
Major works	School Priority 1 (blue) + P&C from 2020	Air Hand dryers	\$30,000		Not Approved	Karina Meldrum	17@\$1,700= \$30,000. Health and Safety initiative. Quotes have been collected: JD Macdonald Autobeam looks the best option. It is a popular model and comes with warranty of 10 years against 4 or 5 years on others. Query decibel rating on the machine / School to confirm alternative facilities for kids
Annual Funding	P&C	Fathering Project Winthrop PS Dads' Group	\$0		\$0 - See Notes	Adam Deane	P&C contribution enabling subsidised event costs to increase reach of Dads Group events to more families and ensuring cost is not a barrier. Dads Group is now self sustaining - with net surplus of \$3,213.35 (since inception in 2019) which is available to fund activities in 2022. No Funding Required.
Annual Funding	P&C	Fathering Project Annual Fee	\$550		\$0 - See Notes	Glyn Geen	Annual Fee to Fathering Project. Cost born by P&C accounted for in Dads Group funds to ensure ongoing participation in community building initiative. No Funding Required.
Fundraiser Funding Approvals		School disco	\$200		\$0 - See Notes	Nicky Bloomfield	Rob Potter @ Perth Hire sponsoring DJ / stage equipment. Will be funded from this activity itself.
Fundraiser Funding Approvals		Kindy T-shirt restocking	\$600		\$0 - See Notes	Lisa Chamberlain	Restocking kindy shirts - cost is neutral. Will be funded from this activity itself.
2022 Projects	School Priority 2 (green)	Car park signage	\$2,000	\$2,000	Deferred	Karina Meldrum	Car park signage – new entry / exit/ parking signs to enhance letterbox, totem and entrance.
2022 Projects	School Priority 3 (salmon)	Undercover area - PBS characters	\$0	\$0	\$0 - See Notes	Karina Meldrum	Large character signs. Funds would be incorporated the "Artwork Project for Undercover area" budget so funds not required.

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2022 Projects	School Priority 3 (salmon)	Painting end wall of PP building – natural mural.	\$4,000	\$4,000	Deferred	Lisa Chamberlain	Artist in residence – painting end wall of PP building – natural mural. Quotes for the PP wall section of \$4,000
Major works	Parents - estimate High	Undercover area floor resurfacing	\$15,000	\$15,000	Deferred	Glyn Geen	Include a new and better floor (similar to the other courts). Subject to feedback on appropriate floor types for longevity / durability.
Annual Funding	P&C	"Winthrop Celebrates" Christmas Carol Concert 2022	\$3,000		\$0 - See Notes	Nicky Bloomfield / Liz Campbell	For lighting if City of Melville grant is NOT obtained for required sound equipment. Note that "Winthrop Celebrates" concert incorporates the Carols concert and is held every EVEN year.
Annual Funding	P&C	THE ARTS: MUSIC - Gala concert	\$3,000		\$0 - See Notes	E-Mae Lim	Note: 2021: \$3000.00 to cover hire of professional space and transport for the Music Gala. [Venue hire is ~\$1,600, Transport \$1,400; P&C agreed to fund event ie P&C will approve to fully fund (ie any shortfall) up to \$3,000. Rationale: Contribution to support the Music program (consisting of IMSS instrumental students + WPS band program + Choir). Ticket price of \$7.50 (based on 2021 attendance) may see concert come close to break even.

TOTAL	\$195,245	\$21,000	\$154,145
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Breakdown By Request Group	Est. Cost	Defer to 2023	Committed (Approved)
2022 Projects	\$21,850	\$6,000	\$15,100
Major works	\$150,000	\$15,000	\$122,500
Annual Funding	\$22,595	\$0	\$16,545
Fundraiser Funding Approvals	\$800	\$0	\$0
TOTAL	\$195,245	\$21,000	\$154,145

Prior Year Approvals (for reference)	
2021 Approved	\$47,251
2020 Approved	\$51,965
2019 Approved	\$66,000

\$197,800 Total P&C Funds as at 27 June 2022 (for reference)

\$43,655 Balance kept for reserve