



**P&C Meeting Minutes  
Wednesday 5 May 2021**

**Chair:** M.Allen

**Minutes:** N.Donnelly

**Attendees:** Y.Jie, J.Surplice, S.Harkness, B.Martin, D.Scott, G.Humphreys, D.Walton, K.Purdy, S.Ward, B.May, E.Hockey, J.Wood, K.Gann, C.Butler, J.Vassett, A.Ashworth, B.Johnson, S.Gates K.Connelly

**Apologies:** E.Moy, J.O'connor Mula, A.Hill, C Hill

**Meeting opened:**

**1. Acknowledgement to country**

The President acknowledged the traditional owners of the land on which this meeting took place.

**2. Chair's welcome and opening remarks**

**3. Minutes & Business Arising**

Minutes from March meeting were taken as read. Motion to approve the minutes put forward by M.Allen seconded by N.Donnelly

**4. Presidents Report**

No report presented

**5. Treasurers report.**

The Treasurer noted Jobkeeper ceased at end of March. No further subsidies for BASC & Canteen. We are behind in several uniform payments of approx. arrears \$6,000 and in the process of making payments.

Major costs for May:

- Wages - \$22,000
- Bookkeeper - \$2,000-\$3,000
- Super \$2,000-\$3,000
- Craft & Activities \$2,000-\$3,000

Income for May:

- BASC - \$37,000 with vacation care a major boost over normal earnings
- Canteen \$3,000



- Uniform \$2,000
- Easter raffle \$2,400

Account balances:

1. Como West P & C Main Account - \$32,281 (Cheque Account)
2. Como West P & C Debit Card - \$2,000
3. Como West P & C Savings Account - \$32,000
4. Como West P & C BASC Main Account - \$138,000 (Cheque Account)
5. Como West P & C BASC Debit Card- \$2,000

**TOTAL AVAILABLE BALANCE: \$206,000**

Full reports are distributed to P&C Executive and available upon request to [comowestpandc@gmail.com](mailto:comowestpandc@gmail.com).

Forecasting will be undertaken to consider impact of increased BASC fees

## 6. Sub-committee Reports

### a) Before and After School Care:

J Vassett provided an overview of the subcommittee report and recommendations.

BASC been very busy for the previous 6-8 weeks and focus on working with Heather Causley (external consultant) for her review across operations, people, governance and financial performance.

A BASC co-ordinator application for additional requires funding. As of yesterday, applications were able to be submitted. Brielle to follow up 6<sup>th</sup> May.

The BASC Sub-co believes H Causley is willing to extend her contract. The initial contract of 40 hours is complete and she has covered the full anticipated scope. The proposed next stage will focus on the next level of granularity and uplift, with a particular focus on human resources.

M Allen & S Ward requested clarification on financial implications and key deliverables from the extended engagement. The extension would result in H Causley being engaged for at least a further 5 hours per week over a 6 month commitment for a total cost is \$7,000.

The overall objective is for BASC to achieve an improved rating to 'exceeds' standards as a key goal. BASC is currently clearing \$2,700 per month and the financials allow this commitment, but clarity on the specific outcomes need to be clarified.



H Causley is flexible and does not require specific contract times

J Vassett proposed the motion for H Causley to be contracted for 5 hours per week on a month-to-month basis with clear deliverables, with updates tabled, along with contract continuity at each P&C meeting. Option seconded by M Allen and unanimously supported.

B Martin enquired whether H Causley had tabled any invoices. The group believes that no invoices have been issued and we should ensure that invoices are promptly raised to ensure we are not hit with a large outlay in the future.

The second issue was employing a full-time carer and possible traineeships. The current recommendation of a work force hire freeze and consider adjusting existing staff rosters before considering a full time carer and possible traineeship remains valid.

M Allen & B Martin agree this is a sensible approach as we continue to review our resource plan. At this stage, no incremental permanent employees are to be added until the review is complete. It is difficult to estimate when the review and recommendation will be complete. The motion put forward to pause hiring of additional BASC permanent staff until the outcomes of the review are known and published was seconded by S Ward.

The BASC should have 5 parent representatives, however we have had insufficient expressions of interest to date. H Causley will stand in as the 5<sup>th</sup> member until a permanent 5<sup>th</sup> member is identified. M Allen suggested we add a request on Skoolbag to identify a permanent member.

J Vassett has put forward a motion to consider in the absence of treasurer, we could consider a treasurer representative. B Johnson nominated for this role in the BASC subcommittee. Seconded by M Allen and unanimously supported.

J Vassett requested a regular spot in the newsletter in the instance BASC need to promote amongst the school community. B Martin advised that any ad hoc can be added to the newsletter. Confirmed by D Scott, who advised to contact the school office staff.

J Vassett also raised the possibility of a BASC website or could we consider building this into the school website. D Scott proposed BASC can be added to the P&C tab of the website.



In relation to WHS, there are 3 items that have been identified:  
Firstly, the second gate at BASC being left open and signage is required to remind parents that gate needs to remain closed. The signage is being prepared.

Secondly, a sandpit cover will be required and J Vassett would like to obtain a quote. The P&C supported obtaining quotes.

Finally, the glass fire door has no railing leading onto the concrete steps. The safest option is a safer landing and then down the stairs with a railing. The P&C supported obtaining quotes.

Belinda has noted that the last 3 months has seen a net profit of \$3,000 per month. Additional funding this year for special needs will help significantly and the expectation between \$40,000 to \$50,000 depending on the speed of the additional funding.

M Allen recognised the excellent uplift in focus and thanked the BASC Subco for their dedication in driving the improvements underway.

- b) Canteen** – K.Connelly provided a brief update on Canteen. Significant numbers of orders continue, sometimes over 80 on a Monday and 200 last Friday.

Annual electrical testing was complete with no issues. The health department will complete a review next week and no expected issues.

Discussions re contracts of paid staff with Rod and the preference is that the executive team is to review as soon as possible. Nick to distribute this email to the executive group.

K.Connelly also keen to understand if there will be a grandparents day. D Scott is wary of the current restrictions and significant numbers of elderly people. It might be worthwhile to consider this event later in the year.

- c) Uniform shop** – S Gates advised excess second hand clothes at present. All clothes \$2 per item and in good condition. Further, long socks for soccer and tball are available.

CJFC also changed socks several years ago and the school received excess socks. These are being sold for \$10 at the uniform shop and 95 pairs have been recently acquired at a discount. The consensus is to continue selling for the current price of \$10, with financial assistance continuing to be available for those families who require it.

- d) Fundraising** – B Martin advised Easter raffle raised \$2,500.



The mothers day sale is tomorrow and has been set up with the help of students.

Comedy night preparation has progressed well with comedians confirmed and S Harnkess has established a silent auction.

Christmas market planning begun and Sanders to pay \$2,000 for operational costs which will help significantly.

M Allen recognised the great activity underway particularly following a tough 2020 for fundraising given COVID.

- e) **Sponsorship & Advertising** – Nothing to report further to the above.
- f) **Year 6 Farewell** – E.Moy not present and will be carried forward to June meeting.

## 7. **Principal's report**

D.Scott gave an update on the building works over the recent holidays. New ceilings in admin building and new carpet in some offices. Fences will be reviewed in the next few weeks in addition to more functional gate at Taplan Street.

The library upgrade will begin this term and in addition to the new carpet recently installed, we can expect new interactive tv, pin boards, air conditioning, shelving painting and flexible furniture.

School council has met several times and ratified the enrolment policy (available on school website). Also ratified the digital devices and online services guidelines. This year the big project is reviewing the wellbeing policy and the group will be meeting again in 1 month to evaluate the schools position on wellbeing process.

The school plan for 2021 to 2024 has been uploaded to the website. The plan provides direction for the school and prioritises what we want to improve. Focus on attainment and initial focus areas are numeracy & vocabulary and further professional learning will be provided for educators. Further focus on student wellbeing with strategies around anxiety and worries that children may have.

A new attendance procedure will soon be in place with an email sent if it is an 'unexplained' absence. Parents are expected to respond.

D Scott is working with The Leader to visit and report on the recently completed grass area and surrounds.



A change to merit awards in increasing the number of awards given to students. Children will continue to work towards the gold banner however more awards should result in children receiving the gold banner sooner. This new approach will take effect in late term 2 or early term 3. The awards will no longer be given out at assembly and instead by the teacher in the classroom where the student displays the qualities.

S Gates feels the gold banner should have the name of the student given how hard students have worked to obtain the gold banner. D Scott suggested an accompanying certificate and possibly stickers.

K Purdy believes that fewer awards are being given out and this is possibly because there are no assembly presentations and D Scott will discuss with the educators.

Playground tokens were also discussed. Tokens are given by teachers to students and these work toward a stage reward. Ideally each stage reaches their mark by year end and D Scott will promote this in the newsletter.

Decodable readers will be distributed shortly to kindergarten

**8. General business**

a) M Allen advised that the treasurer position remains vacant.

**9. Date of next meeting**

Wednesday 2 June 2021

**10. Meeting closed at 8.40pm**

Items for the agenda to be emailed to [comowestpandc@gmail.com](mailto:comowestpandc@gmail.com)

You can become a financial member for the year at any time by completing a membership form and paying the annual fee of \$1, this will allow you the right to vote on important matters as they arise throughout the year. Please see the office or email us for a form. All are welcome to join!



## SCHOOL GOLD SPONSORS





SINGER  
RESIDENTIAL



QUALITY MEATS

Marnie McKnight

Artist