

**PHOENIX PRIMARY SCHOOL P & C ASSOCIATION  
MINUTES OF GENERAL MEETING**

<b>DATE:</b>	April 3 2019	<b>PRESIDENT:</b>	Narelle Wheaton
<b>START TIME:</b>	3.30pm	<b>MINUTES SECRETARY:</b>	Carol Birch
<b>ATTENDEES:</b>	Novita Mulyani; Husnia Hussain; Shelly Kumar; Deepoak Kumar; Kylie Thackeray; Rose Maskos; Tanya Whittaker; Darryl Whittaker; Keith Barr; Margaret Pretty; Renee Puizina; Narelle Wheaton; Carol Birch;		
<b>APOLOGIES:</b>	Mandy Pike; Fran Coen; Maria Clapsis; Cath Wyatt; Angela McMinigal		

ITEM REF	ITEM	DISCUSSION/MOTION	RESOLUTION	ACTION / TIMELINE	CARRIED
1	WELCOME	President, Narelle Wheaton called the meeting to order and thanked everyone for their attendance, welcoming new members			
2	MINUTES OF PREVIOUS MEETING	Confirmation that they be accepted as read		Moved: Renee Puizina 2 <sup>nd</sup> : Tanya Whittaker	CRD
3	BUSINESS ARISING FROM PREVIOUS MINUTES	Bank signatures: Remove: Blue (Agnes) Koenig & Sally Garbin Add: Narelle Wheaton; Darryl Whittaker; Renee Puizina; Mandy Pike	Amendment to be made and copy of minutes to be given to bank to confirm change of signatures	Moved: Darryl Whittaker 2 <sup>nd</sup> : Carol Birch	CRD
4	CORRESPONDENCE – IN	BAS WACSSO Handbook & Newsletter WA Police – Children's Crossing Outcome Emails re fridge/freezer from C.O Commercial Services & emails regarding same from Renee/Narelle/Carol	Narelle read and briefly discussed outcome	Given to treasurer Given to President	CRD
	CORRESPONDENCE – OUT	Letter to WACSSO confirming executive details Email to T Katnich & Reply Email to P Bryant – no reply to date Emails re fridge/freezer			CRD

5	GENERAL BUSINESS	Laptop for P & C – discussion	It was agreed that USBs would be used by President, Secretary & Treasurer in place of a PC	USBs to be purchased if needed and each executive officer to save all relevant paperwork for handover	CRD
		Easter Raffle	Prizes to be made up on Friday morning (April 12 and raffle to be held at assembly in the afternoon	Carol, Renee & Novita to make up prizes	CRD
		Mother's Day – discussion held re stall, Thursday & Friday May 9/10 Should call for donations for sale items – Renee explained that in previous years items were purchased, but too late for this year.	There is a box of sale items from previous years in canteen storeroom that can be used	After the meeting emails and discussions were held re stall and the difficulties involved and it was agreed by 14 financial members that it be changed to a raffle. A letter was delivered by Mandy Pike to local businesses calling for prize donations.	CRD
		Bunnings Sausage Sizzle	Darryl has put in the application for Saturday June 8 at the Bibra Lake store.	Call for volunteers to man stall – put on Connect and facebook	CRD
		Election May 18 – Margaret asked if the P & C would be doing a sausage sizzle. Yr 6s may do a cake stall if there is enough parent help.	All agreed that the sausage sizzle was a good idea	Call for volunteers to man stall – put on Connect and facebook	CRD

	<p><b>CANTEEN:</b> Narelle acknowledged and thanked the school for purchasing the new freezer and getting it installed today. Food guidelines state that the canteen must have 2 fridges</p>	<p>The school will purchase with P &amp; C donation</p>	<p>Narelle to research prices</p>	<p>CRD</p>
	<p>Canteen training: Renee explained that volunteers have 3 months to complete the on-line training. The WA Canteen Association are happy to run a food training session at the school for \$15 per person. Need at least 5 people to register – could open up to other schools. This training is in place of on-line training.</p>	<p>It was agreed that the school based training was a good idea</p>	<p>Renee to get possible dates for next meeting</p>	<p>CRD</p>
	<p>In term two the P &amp; C will run a survey for the semester II menu to get feedback from parents and students on their preferred foods – within the guidelines.</p>	<p>Some students have mentioned that the silver trays are very hot</p>	<p>Renee to give this feedback to Streets</p>	<p>CRD</p>
	<p>The possibility of parents doing international dishes was discussed.</p>	<p>Narelle to investigate to ensure we follow Association food guidelines</p>		<p>CRD</p>
	<p>First Aid Kit for Canteen – Renee explained that the Association has recommended the Food Prep Kit at a cost of \$257.</p>	<p>Moved : Carol, 2<sup>nd</sup> : Narelle That the correct kit be purchased.</p>	<p>Renee to organise purchase</p>	<p>CRD</p>

		<p>CHILDREN'S CROSSING: Discussion continued from correspondence</p> <p>FACEBOOK PAGE – Margaret has offered her parking space for a month – parents to register on the official P &amp; C facebook page and they will go in the draw</p>	<p>Narelle will put on facebook and encourage people to use the crossing, and also not to park down middle of Phoenix RD</p> <p>Narelle to organise</p>		<p>CRD</p> <p>CRD</p>
6	PRESIDENT'S REPORT	Narelle read her report	Moved : Narelle 2 <sup>nd</sup> : Renee That the report be accepted		CRD
7	PRINCIPAL'S REPORT	Margaret read her report – and discussed the request for funding assistance from the P & C to help with the cost of resurfacing and painting the undercover area.	Moved : Margaret 2 <sup>nd</sup> : Darryl That the report be accepted	All agreed to financial support for undercover area	CRD
8	TREASURER'S REPORT	Darryl did not have a report to read out but discussed the following: The ATO have agreed to waive the activity statements for January 2016 to end of 2018. Darryl completing an insurance claim for freezer losses On Harmony Day a parent mentioned to Darryl the possibility of holding a Twilight Market	All agreed that this is not feasible.	Carol mentioned once again that there must be an audited copy of the Association's financial records for the Principal and President. Darryl to organise and will also send Carol his full report to go with the minutes	CRD

9	OTHER BUSINESS	<p>Narelle, Renee and Darryl will meet over the vacation period to look at the Canteen menu for semester two.          Choices will be put out in the survey in the first week or so of term two.</p> <p>A competition will be run for students to name the Canteen</p>			CRD
<b>DATE OF NEXT MEETING</b>		Friday May 3, 3.15pm for 3.30pm start	<b>MEETING CLOSED:</b>	4.25pm	
<b>SIGNED PRESIDENT :</b>			<b>DATE SIGNED:</b>		

## Presidents Report

3/4/2019

Good Afternoon,

Firstly thank you to those that attended the extra ordinary meeting in regards to the amendment of the November minutes. In the week of the extra ordinary meeting we found out that Mrs Katnich sister passed away on behalf of the P & C and myself we extend our condolences to the family at this time. The school and the Education Department are still working together to have the page in question closed.

I am looking forward to what the future holds for the Phoenix Primary P & C and for the work and fundraising that we will be doing for the Students, Staff and Parents.

We have a few events coming up which we will discuss later in the meeting.

We have received correspondence in regards to the Crosswalk Surveys and we have been advised that we currently don't meet the requirements to have a cross walk attendant, but it was decided that the Crosswalk attendant will be left in place and there will also be some work done on the crossing.

Can I please encourage everyone to use the Crossing, I drive down Phoenix Road everyday to work and I have witnessed a couple of near misses because students and parents aren't going that little further to use the crosswalk attendant. On the last report that was held the assessor commented about the amount of cars that were exceeding the speed limit in the reduced speed limit time.

Finally can I please ask that P & C minutes aren't shared on personal facebook pages, they will be posted on the P & C page and also the school website.

Once again thankyou.



# Phoenix Primary School

*An Independent Public School*

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P&C Meeting 3 April 2019

## Principal's Report

Thank you to all our parents and community members for attending this meeting. The donation from the P&C which allowed our leaders to attend the Youth Conference was really appreciated. The children were excited before they left the school grounds and were more excited to tell me their experiences as well as the messages delivered by the keynote speakers. Thank you for that decision to support our leaders on behalf of our teachers and students.

The jewellery fundraiser was launched last Wednesday and parents and children had the opportunity of actually viewing the jewellery and making their orders either personally or online. With 50% of sales made coming straight to the school, I feel sure we will make a contribution to the refurbishment of the undercover area to support Mr Walsh in his quest to make the undercover area somewhere where all children can benefit by playing tennis. Our other fundraiser, put on by staff, is a cake stall this Friday at first break to raise funds for the same project mentioned above.

The school will continue to work with the P&C in targeted fundraising ventures to provide for our children at Phoenix and the staff will continue to write submissions for grants to provide opportunities and facilities for the children at Phoenix. Mr Walsh's request to Tennis Australia for the resurfacing of the undercover area to make it into 3 tennis courts was successful and he was granted half of the cost of the refurbishment, being \$4800. The money raised from the jewellery and the 2019 cake stall, plus the \$900 previously raised will go towards this project.

Proposal: That the P & C match the school \$ for \$ for the shortfall in the refurbishment of the undercover area.

Cost: \$9600 needed.

Grant: \$4800

Cake stall 2018: \$900

Jewellery fundraiser: \$500 (as at 29/3/19)+++

Cake stall 2019: \$ unknown yet.

We received some very positive praise this week through 'Story Dogs'. Moomin, one of our story dogs, featured in the Fremantle papers and his owner Lisa was also on the radio. You can see and hear all about Moomin's role at Phoenix on our website.

The Federal Election date has not been announced yet but the date will be either 11<sup>th</sup> or 18<sup>th</sup> May. This is an opportunity for the P&C to have a sausage sizzle and drink fundraiser which is usually very popular on this site. The voting will be in the assembly area.

I sincerely hope that our parents will continue to support their P&C for the benefit of all their children at Phoenix Primary School.

Kind Regards

Margaret Pretty  
03/04/2019



**Phoenix  
Primary School**  
*An Independent Public School*

P&C Committee  
28 Phoenix Road,  
HAMILTON HILL WA 6163

**TREASURER'S REPORT:**

**Bank Reconciliation for the month of: MARCH 2019**

**Bank Statement Balance as at: 28 FEBUARY 2019**

**\$ 11,561.45**

**Cleared Cheques**

Cheque No: 000701	Payee: Canteen Float	Amount: \$50.00
Cheque No: 000703	Payee: Cash	Amount: \$600.00
Cheque No: 000704	Payee: Phoenix Primary School	Amount: \$1,889.30
Cheque No: 000705	Payee: Canceled cheque	Amount: \$0.00
Cheque No: 000706	Payee: Perth Frozen Foods	Amount: \$73.20
		<b>- \$ 2,612.50</b>

**Cleared Deposits**

Payee: Canteen Sales wk2	Amount: \$85.80
Payee: Canteen Sales wk3	Amount: \$204.80
Payee: Member Fees	Amount: \$2.00
Payee: Car Boot Entry Fees	Amount: \$52.40
Payee: Car Boot Sale Car Bays	Amount: \$90.00 – 110.00 less \$20.00 for Ice
Payee: Car Boot Sale Burgers & Drinks	Amount: \$121.50
Payee: Car Boot Sale Float Re Banked	Amount: \$100.00
Payee: Canteen Sales wk4	Amount: \$201.85
	<b>+ \$ 858.35</b>

**Sub Total (bank statement balance as at end of month) = \$ 9,807.30**

**ADD Outstanding Deposits Not Credited Yet**

Item: Canteen Sales wk5	Amount: \$121.50
	<b>+ \$ 121.50</b>

**Adjusted Balance (Bank Balance total) = \$ 9,929.00**