



**Harrisdale Primary School P&C Association Minutes of
the General P&C Committee Meeting Held 4
November 2020 in the Staff Room at Harrisdale
Primary School.**

Opened: 3pm

Present: Melissa Magini, Nicola Goodchild, Jane Trowl, Karen Coates, Sandra Young, Alice Smith, Vincent Pang, Kate Hill, Jayesha Dias, Karen Duncan

Apologies: Denise Lane, Tanya Andrews, Alyssha Warren, Allison Owen, Stacey Haragan, Renae Gibson

Quorum: 9

No.	Item	Description
1.0	Confirmation of previous meeting minutes and executive meeting minutes	<p>Distributed General Meeting Minutes to all members. Resolution: That the minutes of the previous General Meeting of Harrisdale Primary P&C Association held on 2 September 2020 be taken as read and confirmed as a true and accurate record. Accepted: Sandra Young Seconded: Karen Coates Carried</p> <p>Distributed Executive Meeting Minutes to all members. Resolution: That the minutes of the previous Executive Meeting of Harrisdale Primary P&C Association held on 9 September 2020 be taken as read and confirmed as a true and accurate record. Accepted: Alice Smith Seconded: Kate Hill Carried</p>
2.0	Business arising from previous minutes	Melissa Magini confirmed that the process of opening a Harrisdale PS P&C QKR is underway. The Executive confirmed the approval of opening a Commonwealth Bank Business Transaction Account as well as the signatories. Once this account is opened, we can open a QKR sub account within the school's main account
3.0	Correspondence In/Out	<p>IN: Resolution: That Correspondence In be received as per attached list</p> <p>OUT: Resolution: That Correspondence Out be received as per attached list</p>
4.0	Treasurer's Report	<p>4.1 Updated Financial Report Cash Statement, Statement of Receipts and Payments and Financial Position statement attached. Currently have \$49,540 in the account however have a number of payments to deduct including graduation, colour run, boost juice and leavers shirts costs. Financial Position as of 3rd November is approximately \$38,000. Resolution: That the attached Treasurer's Report be adopted Accepted: Melissa Magini Seconded: Nicola Goodchild Carried</p>
5.0	President's report	See attached
6.0	Principal's Report	See attached.
7.0	Sub-Committee Reports	<p>7.1 Community and Events Committee Disco a wonderful success. Thanks to all our helpers, school admin for helping with payments and our DJ Tommy Joyce. We raised \$4700 profit</p> <p>Colour Run – Main School on Wednesday 16th December with Pre-Primary's hosting a mini Colour Run on Tuesday 15th December at the B Hive. Call out for as many</p>

No.	Item	Description
		<p>volunteers as possible. Committee agreed that Grill'd vouchers would not be suitable for the Colour Run and should be held for an event next year.</p> <p>Mother's Day Stall – discussion held regarding whether to operate stalls or an on-line pre-order system. Committee confirmed preference for a stall.</p> <p>7.2 School Banking Committee Program is running smoothly. Vincent Pang confirmed he will not be continuing as School Banking Coordinator in 2021, meaning a new person will be needed to fill his position.</p> <p>7.3 Scholastic Committee Program running smoothly.</p> <p>7.4 Leavers Shirts Update First order has been sent to manufacturer with 106 shirts ordered so far. Year 5 parents have started fundraising for next year's Year 6 camp with an Icy Pole sale each Friday afternoon.</p> <p>7.5 Used Uniform Sales Update A suggestion was put forward to run a used uniform stall once a month before or after school to assist with selling the large quantity of uniforms. It was agreed that we could try to sell some uniforms at the upcoming Kindy Expo. Karen Coates offered to assist with the online selling of the uniforms.</p> <p>7.6 PR & Sports Liaison Update Boost Juice was a great success. 483 drinks pre-ordered and another 702 purchased on the day so we received \$1185 in commission. Also received \$60 in commission from the coffee van that was in lower demand this year due to the warmer weather.</p>
8.0	General Business	<p>8.1 Motion Raised 2020110401 – Approval to pay Benchmark Business works audit invoice for the PnC Audit. \$353. Raised: Stacey Haragan Resolution: That the P&C approve the payment to Benchmark Business works for the amount of \$353. Accepted: Sandra Young Seconded: Karen Coates Carried</p> <p>8.2 Motion Raised 2020110402 – Approval to spend \$100 on activities for P&C stall at the Kindy Parent Information Session to be held Wednesday 25 November (week 7) at the B-Hive to introduce new parents to the P&C. Raised: Melissa Magini Karen Duncan offered the use of some school equipment/toys to keep the children entertained while the expo is on.</p> <p>8.3 Motion 2020110403 – Approval to cover the costs of the Perth Bouncy Castle Hire including Foam Cannons, Water Sprayer, Water Truck and Generators for 2020 Colour Run – Total: \$2,503.88. Raised: Alice Smith/Sandra Young Resolution: That the P&C approve the payment of the Perth Bouncy Castle Hire invoice for \$2503.88. Accepted: Kate Hill Seconded: Jayesha Dias Carried</p> <p>8.4 Motion 2020110404 – Approval to cover the additional costs related to 2020 Colour Run – Total: \$500.00. Raised: Alice Smith/Sandra Young</p>

No.	Item	Description
		<p>Resolution: That the P&C approve the spending of a maximum of \$500 for additional expenses directly related to the 2020 Colour Run. Accepted: Kate Hill Seconded: Jayesha Dias Carried</p> <p>8.5 Motion 2020110405 – Approval to pay Boost Juice for Pre-Ordered Drinks (Total drinks = 483) – Total: \$2,196.00. Raised: Karen Coates Resolution: That the P&C approve the payment of the Boost Juice invoice of a total of \$2196.00 Accepted: Sandra Young Seconded: Kate Hill Carried</p> <p>8.6 Motion 2020110406 – Approval to pay Nell Gray for the first order of Leavers’ Shirts (Total shirts – 106 @ \$40.70) – Total: \$4314.20. Raised: Alice Smith Resolution: That the P&C approve the payment of the Nell Gray invoice for the first order of 2021 Leaver’s Shirts for \$4314.20 Accepted: Kate Hill Seconded: Sandra Young Carried</p>
9.0	Next meeting	<p>Wednesday 2nd December at 7pm at C Y O’Connor Tavern. It was agreed that, as it’s our last meeting of the year, we would host a dinner meeting at CY’s.</p>
10.0		Meeting closed at 4:11pm

**Harrisdale Primary School P&C Association
Mail Registry 2020**

Date Rcvd	Sender	Details	Noted at Meeting
IN			
	BankWest	Statement - 1Oct2019 - 30Dec2019	4/03/2020
03-March-2020	WACSSO	Newsletter - Term 1	4/03/2020
14-April-2020	DIMS	Follow up for payment for application of new WACSSO Constitution	1/07/2020
28-April-2020	DIMS	Confirmation of Extension for 2020 AGM Date	1/07/2020
30-April-2020	Commonwealth Bank	Statement - 31Dec2019 - 30Mar2020	1/07/2020
18-May-2020	DIMS	Confirmation of acceptance of WACSSO Constitution	1/07/2020
01-June-2020	WACSSO	Newsletter - Term 2	1/07/2020
01-June-2020	WACSSO	Newsletter - Conference	1/07/2020
01-July-2020	BankWest	Statement - 31Dec2019 - 30Mar2020	1/07/2020
01-July-2020	Childrens Crossing & Road Safety Committee	Formal Acknowledgement of Children's Crossing Application	1/07/2020
01-July-2020	Childrens Crossing & Road Safety Committee	Initial Survey Completed	1/07/2020
03-July-2020	Childrens Crossing & Road Safety Committee	Survey of Laverton Cresc (Harrisdale High) results	12/08/2020
27-July-2020	Sweets on the Run	Fundraising Pamphlet	12/08/2020
27-July-2020	BankWest	Statement - 31March2020 - 30June2020	12/08/2020
27-July-2020	Australian Fundraising	Fundraising Pamphlet	12/08/2020
30-July-2020	Childrens Crossing & Road Safety Committee	Second survey - Gracefield Bvd results	12/08/2020
30-July-2020	Childrens Crossing & Road Safety Committee	Approval of Type A Traffic Warden - Gracefield Bvd	12/08/2020
30-July-2020	Childrens Crossing & Road Safety Committee	Approval of Type A Traffic Warden - Laverton Cres (High School)	12/08/2020
20-October-2020	BankWest	Statement 1 July 2020-30 Sept 2020	4/11/2020
20-October-2020	BankWest	PAN and security token for Business Banking for M. Magini	4/11/2020
20-October-2020	BankWest	PAN and security token for Business Banking for N. GoodChild	4/11/2020
20-October-2020	WACSSO	Newsletter - Term 3 2020	4/11/2020
27-October-2020	Canning West	Canning West State Council 4, 2020 Report	4/11/2020
27-October-2020	Australian Fundraising	Fundraising Pamphlet	4/11/2020
27-October-2020	Mat Wakefield	Comedy Cause Fundraising Email	4/11/2020
OUT			
	Childrens Crossing & Road Safety Committee	Traffic Warden Application	4/03/2020
	DIMS	Ratification of new WACSSO Constitution	4/03/2020
26-April-2020	DIMS	Application to Extend AGM Date	1/07/2020
14-October-2020	BankWest Payments	Application to Pay WACSSO Affiliation Fee (as online security tokens missing in mail)	4/11/2020

**HARRISDALE PS P&C ASSOCIATION
CASH BOOK - JANUARY TO 13 NOVEMBER 2020**

Date	Trans Type	Trans Method	Cheque / Ref No	Resolution No	Name	Description	Activity	Amount \$	Bank Balance
1/01/2020							Starting Balance		\$ 27,168.23
2/01/2020	Receipts	EFT	SCH64088			School Banking	School Banking	\$ 80.00	\$ 27,248.23
6/01/2020	Receipts	EFT			Alam		2nd Hand Uniform	\$ 20.00	\$ 27,268.23
6/01/2020	Receipts	EFT			Rebecca Labouchardiere		2nd Hand Uniform	\$ 20.00	\$ 27,288.23
6/01/2020	Receipts	EFT			Murphy Murphy		2nd Hand Uniform	\$ 20.00	\$ 27,308.23
7/01/2020	Receipts	EFT			NATELLE PRETORIU		2nd Hand Uniform	\$ 20.00	\$ 27,328.23
8/01/2020	Receipts	EFT			Michelle Hardwick		2nd Hand Uniform	\$ 20.00	\$ 27,348.23
10/01/2020	Receipts	EFT			Nora Pawlicka		2nd Hand Uniform	\$ 5.00	\$ 27,353.23
13/01/2020	Payment	EFT				Reimbursement for Colour Run	2019 Colour Run	-\$ 300.00	\$ 27,053.23
4/02/2020	Receipts	EFT			Catherine		2nd Hand Uniform	\$ 20.00	\$ 27,073.23
12/02/2020	Receipts	EFT				Colour Run	2019 Colour Run	\$ 33.00	\$ 27,106.23
18/02/2020	Receipts	EFT	SCH64088			School Banking	School Banking	\$ 100.00	\$ 27,206.23
19/02/2020	Payment	EFT			Roleystone VBFB	Colour Run F/R	2019 Colour Run	-\$ 540.00	\$ 26,666.23
10/03/2020	Receipts	EFT			Talia Blattler	2020 Leavers Shirts	2020 Leaver's Shirt	\$ 39.50	\$ 26,705.73
12/03/2020	Payment	EFT			Roleystone VBFB	Colour Run F/R	2019 Colour Run	-\$ 540.00	\$ 26,165.73
12/03/2020	Payment	EFT				2020 Leavers Shirts - 2nd Print	2020 Leaver's Shirt	-\$ 825.00	\$ 25,340.73
12/03/2020	Receipts	EFT			Stacey Haragan		2020 P&C Members Fee	\$ 1.00	\$ 25,341.73
16/03/2020	Receipts	EFT			ILANKOON		2nd Hand Uniform	\$ 10.00	\$ 25,351.73
16/03/2020	Receipts	EFT			LAURA MARIE PRICE		2nd Hand Uniform	\$ 10.00	\$ 25,361.73
16/03/2020	Receipts	EFT			Ms Penny Jane Stoysic		2nd Hand Uniform	\$ 20.00	\$ 25,381.73
16/03/2020	Receipts	EFT			KELLY RIVA		2nd Hand Uniform	\$ 30.00	\$ 25,411.73
16/03/2020	Receipts	EFT			MRS MICHELLE LAI		2nd Hand Uniform	\$ 10.00	\$ 25,421.73
16/03/2020	Receipts	EFT			RAYMOND HERMAN		2nd Hand Uniform	\$ 30.00	\$ 25,451.73
17/03/2020	Receipts	EFT			XIN YI TAN		2nd Hand Uniform	\$ 10.00	\$ 25,461.73
17/03/2020	Receipts	EFT			SARAMMA D Rajan		2nd Hand Uniform	\$ 20.00	\$ 25,481.73
20/03/2020	Receipts	EFT	QCUNI8838615			2020 Leavers Shirts - QuickCliq	2020 Leaver's Shirt	\$ 656.73	\$ 26,138.46
1/04/2020	Receipts	EFT	SCH64088			School Banking	School Banking	\$ 55.00	\$ 26,193.46
20/04/2020	Payment	EFT				Foam Machine Hire	2019 Colour Run	-\$ 1,459.15	\$ 24,734.31
29/04/2020	Receipts	EFT			Ilankoon		2nd Hand Uniform	\$ 20.00	\$ 24,754.31
8/05/2020	Receipts	EFT			Stork		2nd Hand Uniform	\$ 20.00	\$ 24,774.31
8/05/2020	Receipts	EFT			Kealley		2nd Hand Uniform	\$ 20.00	\$ 24,794.31
8/05/2020	Receipts	EFT			Staunton		2nd Hand Uniform	\$ 20.00	\$ 24,814.31
8/05/2020	Receipts	EFT			Gibson		2nd Hand Uniform	\$ 20.00	\$ 24,834.31
11/05/2020	Receipts	EFT			Lai		2nd Hand Uniform	\$ 10.00	\$ 24,844.31
11/05/2020	Receipts	EFT			Hombrebeueno		2nd Hand Uniform	\$ 20.00	\$ 24,864.31
11/05/2020	Receipts	EFT			Blattler		2nd Hand Uniform	\$ 20.00	\$ 24,884.31
11/05/2020	Receipts	EFT			Pawlicka		2nd Hand Uniform	\$ 20.00	\$ 24,904.31
11/05/2020	Receipts	EFT			Sahadevan		2nd Hand Uniform	\$ 6.00	\$ 24,910.31
11/05/2020	Receipts	EFT			Moore-Crouch		2nd Hand Uniform	\$ 5.00	\$ 24,915.31
12/05/2020	Receipts	EFT			Bradley		2nd Hand Uniform	\$ 10.00	\$ 24,925.31
12/05/2020	Receipts	EFT			Pearce		2nd Hand Uniform	\$ 5.00	\$ 24,930.31
12/05/2020	Receipts	EFT			Sutherns		2nd Hand Uniform	\$ 20.00	\$ 24,950.31
20/05/2020	Payment	EFT				Replacement Leavers Shirt	2020 Leaver's Shirt	-\$ 37.50	\$ 24,912.81
2/06/2020	Payment	EFT			Ilankoon	Refund for Jumper	2nd Hand Uniform	-\$ 20.00	\$ 24,892.81
18/06/2020	Receipts	EFT	HAR001			1st Parent Contribution Payment	Parent Contributions	\$ 14,176.78	\$ 39,069.59
2/07/2020	Receipts	EFT					Fee	\$ 9.00	\$ 39,078.59
							Refund of Roleystone Fire Fighters		
25/08/2020	Receipts	EFT			Roleystone VBFB	Reversal of 2nd Donation to Roleystone Fire Brigade	Duplicate Donation	\$ 540.00	\$ 39,618.59
28/08/2020	Receipts	EFT			Goodchild		2nd Hand Uniform	\$ 20.00	\$ 39,638.59
3/09/2020	Receipts	EFT			Stacey Haragan		2rd Hand Uniform	\$ 10.00	\$ 39,648.59
17/09/2020	Receipts	EFT				School Disco 2020	School Disco 2020	\$ 2,005.00	\$ 41,653.59
18/09/2020	Receipts	EFT				School Disco 2020	School Disco 2020	\$ 790.10	\$ 42,443.69
24/09/2020	Receipts	EFT				School Disco 2020	School Disco 2020	\$ 651.00	\$ 43,094.69
25/09/2020	Receipts	EFT				2021 Leavers Shirts - QuickCliq	2021 Leavers Shirts	\$ 2,921.29	\$ 46,015.98
1/10/2020	Receipts	EFT	SCH64088			School Banking	School Banking	\$ 45.00	\$ 46,060.98
9/10/2020	Receipts	EFT				School Disco 2020 - QuickCliq	School Disco 2020	\$ 1,843.53	\$ 47,904.51
							Payment of Annual WACSSO Affiliation		
15/10/2020	Receipts	EFT				WACSSO Affiliation	WACSSO Affiliation	-\$ 1,313.48	\$ 46,591.03
16/10/2020	Receipts	EFT				2021 Leavers Shirts - QuickCliq	2021 Leavers Shirts	\$ 1,396.58	\$ 47,987.61
							School Disco 2020		
21/10/2020	Receipts	EFT				Reimbursements	School Disco 2020	-\$ 195.17	\$ 47,792.44
21/10/2020	Receipts	EFT				Colour Run 2020 Colour Powder	Colour Run 2020	-\$ 1,632.00	\$ 46,160.44
						Boost Juice at School Carnival 2020	Boost Juice 2020	\$ 20.54	\$ 46,180.98
23/10/2020	Receipts	EFT				School Carnival 2020 Coffee	School Carnival 2020	\$ 60.00	\$ 46,240.98
28/10/2020	Receipts	EFT			Carnival Coffee	Commission	School Carnival 2020	\$ 60.00	\$ 46,240.98
						Boost Juice at School Carnival 2020	Boost Juice 2020	\$ 3,299.77	\$ 49,540.75
30/10/2020	Receipts	EFT					Boost Juice 2020	\$ 3,299.77	\$ 49,540.75
3/11/2020							Closing Balance		\$49,540.75

HARRISDALE PS P&C ASSOCIATION
STATEMENT OF RECEIPTS AND PAYMENTS (03 NOVEMBER 2020)

		MONTH JAN-MARCH	MONTH APRIL - JUN	MONTH JULY-SEPT	MONTH OCT - NOV	YEAR TO DATE TO 03 NOV 2020
RECEIPTS						
Sales						
	Second Hand Uniforms	\$ 265.00	\$ 216.00	\$ 20.00	\$ 10.00	\$ 511.00
	2020 Leaver's Shirts	\$ 696.23	\$ -	\$ -		\$ 696.23
	2021 Leaver's Shirts				\$ 4,317.87	\$ 4,317.87
Fundraising						
	2019 Colour Run					\$ -
	2020 School Disco				\$ 5,289.53	\$ 5,289.53
	2020 Colour Run					\$ -
	Boost Juice				\$ 3,320.31	\$ 3,320.31
						\$ -
P&C Membership		\$ 1.00	\$ -	\$ 9.00		\$ 10.00
Donation						\$ -
	Parent Contributions	\$ -	\$ 14,176.78	\$ -		\$ 14,176.78
Grants						\$ -
Interest Earned						\$ -
Commissions/Royalties						\$ -
	School Banking	\$ 180.00	\$ 55.00	\$ -	\$ 45.00	\$ 280.00
Other Income						\$ -
	Reversal of 2nd RVFB Donation			\$ 540.00		\$ 540.00
	Coffee Sales Sports Carival				\$ 60.00	\$ 60.00
TOTAL RECEIPTS		\$ 1,142.23	\$ 14,447.78	\$ 29.00		\$ 29,201.72

PAYMENTS						
Sale Expenses						
	Second Hand Uniforms	\$ -	-\$ 20.00	\$ -		-\$ 20.00
	2020 Leaver's Shirts	-\$ 825.00	-\$ 37.50	\$ -		-\$ 862.50
	2021 Leaver's Shirts					\$ -
Fundraising						\$ -
	2019 Colour Run	-\$ 1,347.00	-\$ 1,459.15	\$ -		-\$ 2,806.15
	2020 Colour Run				-\$ 1,632.00	-\$ 1,632.00
	2020 School Disco				-\$ 195.17	-\$ 195.17
						\$ -
Donations to School						\$ -
	Year 6 Graduation					\$ -
Membership						\$ -
	WACSSO Affiliation				-\$ 1,313.48	-\$ 1,313.48
Auditing						\$ -
	2019 Audit Fees					\$ -
Admin Expenses						\$ -
	Printing and Stationery					\$ -
TOTAL PAYMENTS		-\$ 2,172.00	-\$ 1,516.65	\$ -		-\$ 6,829.30

NET RECEIPTS/PAYMENTS						\$ 22,372.42
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**HARRISDALE PS P&C ASSOCIATION
STATEMENT AS AT 03/11/2020**

CASH AS AT	1/01/2020	\$	27,168.23
Net Receipts/Payments		\$	22,372.42
CASH AS AT	3/11/2020	\$	49,540.65

Outstanding Receipts	\$	11.00	Remainder of 2020 P&C Members Fees
Outstanding Payments	\$	353.00	2019 Audit Fee
	\$	311.34	2020 Disco Costs
	\$	1,300.00	2020 Graduation Donation
	\$	3,003.88	2020 Colour Run Costs
	\$	2,196.00	2020 Boost Juice Costs
	\$	4,314.20	2021 Leaver's Shirts Costs

FINANCIAL POSITION	\$38,073.23
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Harrisdale Primary School P&C
General Meeting – 4 November 2020
Presidents Report

Hi Everyone

P&C QKR Account

We have progressed further with our opening of the P&C QKR Account and at our P&C Executive Meeting on the 9th September, we approved the opening of the Commonwealth Comm Bank Business Transaction Account and confirmed the signatories. Once these minutes are ratified today, I will begin the process of opening the account, after which the QKR sub-account can be added to Harrisdale Primary's QKR ready for the beginning of the 2021 school year.

Kindergarten "Expo" – Wednesday 25th November

On Wednesday 25th Nov – Week 7 (9-10.30am), the school are setting up an "expo" style event for next year's Kindy parents to attend and wander around asking questions and seeking information on different aspects of the school etc. I would like the P&C to be involved as this offers a wonderful opportunity to talk to & invite in some of the new families to the school. My proposal is that we provide some activities to keep the kids entertained while we speak to the parents. I would also love to see our Scholastic and School banking represented.

5th Block Campaign

The campaign to Mr Yaz Mubarakai, MLA, our local MP is underway with a meeting taking place last week to show him the School site and discuss the desperate need for our 5th permanent, double story block. He is now aware of the number of transportables on our main site (30!) and how they encroach so heavily onto the playing areas for our kids. We need to keep pushing our dissatisfaction and campaign heavily for our fifth permanent, double story block which would provide 8 new classrooms and allow us to remove at least a few of our transportables, giving back some grassed areas for our children.

A combined letter has been sent from Ben Foster, our School Board Chairman and myself, re-enforcing all of the information that was discussed at our meeting last week and how desperately needed the 5th block is.

Of course, some of the parents most upset are our 2021 Kindy and PP parents who will be remaining at the B Hive as there is simply no room for them to return to our main site. Two feedback sessions are to be held for these parents next week on Tuesday 10th and Thursday 12th November. I stress that these sessions are not going to change the arrangements for next year, but are more a place for parents to air their concerns and give voice to the inconveniences they will experience next year. However, I am also keen to do an event at the main school, as I believe a number of our parents, would love to have a say on this topic.

Traffic Warden Update

Megan Klompmaker is following up with the Children's Crossing and Road Safety Committee to find out when we will know more on Traffic Crossing/Warden. The location has been approved and as of this week markings have gone onto the road and signs put in place.

Disco, Sports Carnival & Book Fair Volunteers

I know Sandy and Karen will provide an update on the disco & sports carnival respectively, however I just want to add my thanks to Sandy, Alice, the Community and Events Committee, Karen and all the parents who assisted us with the disco, book fair, sports carnival and boost juice deliveries over the last few months. Everyone's support is very much appreciated.

Thanks,

Melissa Magini