



## **General Meeting – Monday 10 September 2018, 7:30pm - MINUTES**

Present: Shannon Kynaston, Kristina Kotua, Louise Flaherty, Sara Rose, Chris Muir, Nicole Austin, Kelly Lang, Corrine Vinkenvleugel, Claire Backhouse, Rebecca Watson, Jennifer Young, Dave Thompson

Apologies: Vanya Taylor, Fiona Patten, Lara Parsons

<b>AGENDA ITEM</b>	<b>MINUTES</b>
<b>1. Confirmation of Previous Minutes of meeting held</b>  23 July 2018	<b>Motion:</b> That the Minutes as circulated be accepted as an accurate record of the meeting.  <b>Moved:</b> Kelly Lang  <b>Seconded:</b> Kristina Kotua
<b>2. President's Report</b>	Moving Screenagers to term 4, not quite finalised yet. Congrats and thanks to everyone involved with the cake stall.
<b>3. Principal's Report and Questions on Notice</b>	<p>Claire spoke on behalf of Bronwyn.</p> <p>Last week was the biggest turn out to open board meeting. Dave spoke on behalf of DUCKS and Vanya spoke on behalf of P&amp;C.</p> <p>Thanks to Mrs Rankin-Hume (currently on LSL), for organising Bookweek events and author and illustrator visits. And an added bonus: it was free of charge. Every student Yr 3 and up got to visit the author or illustrator. Great job to Susan Henwood for organising book fair.</p> <p>Thank you to A. Cusack (parent helper), the staff and Miss Roso for organising the art exhibition.</p> <p>Faction carnival – thanks go to Mrs Stanford, the Deputies, Mrs Dewing and to Martine (announcer). Great job on efficient hot dog handing out. Thanks to everybody all round.</p> <p>2019: third consecutive year with only 40 in-boundary kindy enrolments. Vista St to remain open. Now in position to take out of catchment students, noting we must leave room for in catchment kids. Two classrooms currently unused. Important to have accurate understanding of what current families are doing. <i>Action: Jen to send reminder to class reps.</i></p> <p>Business Plan: awaiting NAPLAN results. We can discuss this early next term. New software: Datahub for assessment monitoring and “consent to go” electronic forms (essentially online permission slips). Has worked well in other schools.</p> <p>Security issues; ongoing vandalism at pre-primary and kindy. Reported by neighbours. Green gate damaged one night. Claire is going to do letter drop to school neighbours to encourage ongoing reporting. Contact Schoolwatch if notice any issues.</p>

<b>4. Vice President's Report</b>	Netball posts are in.
<b>5. Treasurer's Report</b>	<p>Not much spent in allocated budget.</p> <p>Deposit \$14k, \$38k sitting in account total.</p> <p>Lapathon profit \$4565.</p> <p>Uniform shop \$2,200 in two months.</p> <p><i>Action: Dave to contact Della re outstanding payments to school</i></p>
<b>6. Other Reports:</b>	<p><b>Fundraising</b></p> <p>Sports Carnival – 310 hot dog orders, \$1500 gross, \$800 profit. Process is nearly down to fine art. Sold 96 cups of coffee, 50c per cup back to school plus additional donation from Little Banksia. \$2674.20 profit all up. Thank you to all.</p> <p><i>Action: Jen to organise thank you certificate from P&amp;C to Little Banksia</i></p> <p>81 tickets sold for Friday's adult pop event. Require \$1300 to break even.</p> <p><b>Grounds and Facilities</b></p> <p>See Appendix A. Mulch saga continues. Phil has organised to get free mulch from Sea Wise. Don't need certified mulch. Waiting on City of South Perth.</p> <p>Chris did a clean out of P&amp;C shed. Passed on some un-needed items to other school. Some toxic chemicals remain, possibly should be stored in school shed.</p> <p><i>Action: Claire to follow up storage of old paint / chemicals.</i></p> <p>Some old fete stuff also in the shed. Claire suggested items could be emptied into KPS bins and to note that bins are emptied on Tuesdays, so do the job on a Monday.</p> <p><i>Action: Kelly to dispose of old fete items in KPS skip bins.</i></p> <p><b>Book Club and Library</b> -</p> <p><b>Memorabilia</b> -</p> <p><b>Music</b></p> <p>See Appendix B. Junior choir start Christmas assembly. Blind quotes done.</p> <p><b>School Banking</b></p> <p>Struggling to find someone to take over banking. School banking is relatively easy and makes about \$1000 annually for the school.</p> <p><i>Action: Shannon/Kelly to make "we need you" sign for school banking.</i></p> <p><b>Uniforms</b></p> <p>See Appendix C</p> <p><b>School Board Rep</b></p> <p>See Appendix D</p> <p><b>DUCKS</b> -</p> <p><b>Sport</b> -</p> <p><b>Year 6</b> -</p>

<b>7. P&amp;C Correspondence:</b>	Some banking statements handed to Dave.
<b>8. Review Rolling Action Item List</b>	See Appendix E
<b>9. General Business:</b>	<b>Motion:</b> <b>Moved:</b> <b>Seconded:</b>
<b>10. Other Business</b>	<p>1. 2019 Wishlist process. The following dates were agreed to:</p> <ul style="list-style-type: none"> <li>• Deadline for submissions Friday 12 October.</li> <li>• P&amp;C meeting (Term 4, Wk 2) Monday 15 October</li> <li>• Wishlist – P&amp;C Exec meeting Monday 5 November</li> <li>• Budget allocation meeting Monday 19 November</li> <li>• The Exec meets between the last two meetings of the term</li> <li>• P&amp;C meeting (Term 4, Wk 8) Monday 26 November</li> </ul> <p><i>Action: Jen to ask Sharon for something to go in next week's newsletter.</i> <i>Action: Jen to request class reps send info about wishlist.</i></p> <p>2. Term 4 Disco is set for Friday 19 October. Nicole commented that there could be less junk food, so the focus is on the music / socialising and not the food. This event is not meant to be a fundraiser. Need some parent supervision around the toilets. Could possibly be held in the quadrangle to help with this issue.</p>
<b>NEXT MEETING:</b>	General Meeting – Monday 15 October

<b>ACTION ITEM</b>	<b>NOTES</b>
Jen	Reminder to class reps on 'planning to stay or leave' forms.
Jen	Certificate for Little Banksia.
Dave	Speak to Della about payments to school.
Claire	Investigate storage / disposal of old paint / chemicals from P&C shed.
Kelly / Shannon	Make sign to advertise banking position.
Kelly	Go through old fete scraps in P&C shed (on a Monday).
Jen	Ask Sharon for something to go in newsletter re wishlist, incl electronic link.
Jen	Request for class reps to send email around re proforma / wishlist.

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## Appendix A

### Grounds & Facilities Report – Chris Muir

Extra mulch on nature play ground has been delayed till October until City of South Perth has sufficient stock.

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## Appendix B

### Music Report – Nicole Austin

Mrs Dewing and the senior choir are busy finalising their rehearsals for the Massed Choir Festival on Monday, 17 September. Preparation work has also commenced for the junior choir's Christmas assembly.

I have spoken to Neylor Blinds again to re-validate last year's quote for the roller blinds in the music room. The total cost to install roller blinds in **BOTH** rooms is \$2,694.50. John has already given us a 15% discount and I have informed him that the P&C have requested 2 other quotes. I have asked Kresta Blinds and ABC Blinds to provide a free measure and quote this week. I will update the P&C with their quotes on Monday night.

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## Appendix C

### Uniform Report – Fiona Patten

1) Year 5 Leavers shirts- A small committee has been set up to organise next year's leavers shirts. This year the year 5s were keen to do their own design so each child had the opportunity to draw, vote for and select two logos, one for the front and one for the back. These have been approved by Bronwyn. Order forms will be distributed in a week or so.

2) New back pack – we currently stock 2 backpacks, a 23L and a 28L. Our 28L has been discontinued and been replaced by a new style. It is very similar but as the front pocket is divided into 2, the school logo will be slightly smaller to fit on the pocket. Bronwyn has asked to pass this small change through the P and C. I have attached a photo. If we reduce the logo size, the supplier has also asked if we would like to reduce it on the 23 L bag also to make them look similar. It would only be slightly smaller.

3) We have spent **\$16,520.67** so far on uniforms/ recorders this year.

4) Our total Revenue since 31/1/18 is **\$18,298.59**

2<sup>nd</sup> hand uniform made up **\$674** of this total.

**\$2396.13** from online orders.

Since the uniform shop has been open fortnightly this term online sales have nearly doubled.

Please see pictures below for options for leavers shirt 2019 and new backpack design



Proposed back design



Alternate back design



Proposed front design



New backpack

## Appendix D

School Board Report - Lara Parsons

The School Board met on Monday 3 September - full meeting minutes will be published on the school website. Key items relevant to the P&C are as follows:

- The board held a closed meeting before holding their annual open meeting in conjunction with a viewing of the School Art exhibition. Over 25 people attended the open meeting with short presentations given by Vanya, P&C President; David, DUCK's and Bronwyn on behalf of the Board Chair. The Board would like to give special thanks to Vanya and David for coming along and giving an overview of their role within the school community.
- A short presentation was given during the closed portion of the meeting about the National Quality Standard System and our Early Years Verification by Kate Smith and Miss Lisa. Initial audit findings on the school performance including self evaluation and external verification were presented based upon the new standard released at the end of Term 2, 2018. The School has met 2 indicators and are working towards improvement in the remaining 4 areas.
- The School Board has agreed on the short list of school values to be presented to the school community for voting in the upcoming community survey.

Appendix E

## P&C Rolling Action Item list

Item No	Description	Priority	Reponsible person	Date opened	Date due	Status	Notes
1	Continue to monitor WACSSO position on amending P&C constitution and update the constitution when appropriate	Medium	Secretary	01.07.16	01.07.19	Active	<a href="#">Dept of Commerce information</a>
2	Jen & Vanya to clean out P&C cupboard in under-cover area	Medium	President	02.05.17		Active	
3	Volunteers needed to implement CIP initiatives	Medium	President	25.07.17		Active	
4	Lara to finalise budget graphical representations for inclusion in newsletter and P&C notice board	High	P&C Board Rep	17.10.17		Active	
5	Leanne to share ideas re: digital photograph storage with Memorabilia committee	Medium	Sport	17.10.17		Active	
6	Investigate possible grant applications	Medium	Secretary	20.03.18		Active	Kristina sent Jen a summary of all available grants in WA; Jen still researching for best fit options
7	Organise screening of "Screenagers".	Medium	President	20.03.18		Active	Kent St possible location.