



Annual General Meeting – Monday 25 February 2019, 7:30pm - MINUTES

Present: Vanya Taylor, David Mundy, Steele Bromley, Catherine Bromley, Susan Henwood, Bronwyn Jones, Clare Brook, Mel Bowden, Fiona Patten, Camille Jeppesen, Tash Tavani, Leanne Hill, Jennifer Young, Shannon Kynaston,

Apologies: Kelly Lang, Lara Parsons, Sharon Szczecinski, Louise Flaherty, Kris Kotua

| AGENDA ITEM | MINUTES |
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| 1. Confirmation of Previous Minutes of meeting held 26 November 2018 | Motion: That the Minutes as circulated be accepted as an accurate record of the meeting. Moved: Vanya Seconded: Bronwyn |
| 2. President's Report | Annual financial reports are not yet complete. Shannon has stepped up to bring the financial reports up to date and will act as Treasurer for tonight. These still need to go to auditors. Relevant info has gone to them and should hear back in 2-3 weeks. Will be circulated as soon as possible. Any formalities / questions can be addressed at next meeting. |
| 4. Principal's Report and Questions on Notice | Clare Brook intro. Acting in Lisa's role this year. Welcome. 415 students, down 20 from 2018. See attached Principal's report at the end of the minutes |
| 5. Vice President's Report | Nil |
| 3. Treasurer's Report | Brief report on profit / loss passed around for information. Auditor's report to come. |
| 6. Other Reports: | |
| Fundraising | Successful year in 2018. Fundraising total \$13,800, DUCKs \$1,000. Intention is for the movie night to be pre-booked for following year for the year 6s to run. |
| Grounds and Facilities | - |
| Book Club and Library | Book fair was meant to be every two years, but Vanessa is keen for it to continue. Perhaps in a different week to book week. Suggestion: during parent interviews? |
| Memorabilia | Nil |
| Music | Nil |
| School Banking | \$900 raised in 2018, introduce Mel Bowden to the role. Assisted by Giselle Thompson. Still on Tuesday. Looking for additional help. |
| Uniforms | Helpers: Gemma has left, Ingrid has joined; overall there is enough helpers. Discussion of issue with leavers shirts – arriving smaller than samples that were |

| <p>School Board Rep</p> <p>DUCKS</p> <p>Sport</p> <p>Year 6</p> | <p>supplied. Proposal to have samples on hand / in stock (at a cost of \$132.25) was rejected, instead suggesting to keep sample sizes for longer. Supplier unwilling to assist further, but overall happy with supplier.</p> <p>See Appendix A</p> <p>March 9 – fishing day, Rec Fish West. 30 kids + Dads. Could have had more but numbers were limited by them. Planning more formal DUCKSs committee meeting, trying to encourage membership. New faces to provide succession planning. Email to DUCKs email list – rather than to Dave direct.</p> <p>Quiet during summer. Two netball teams. In contact with Sharon re forms – using courts during winter.</p> <p>Movie night Friday March 15. Emailed Sharon with link to advertise on SmartLink and newsletter. Main sponsor was WAYJO with \$500. Food handled by external food suppliers. \$444 profit from icypole sales so far this year. Year 6 camp is at Woodman Point, end of term 2.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>7. Review Action Item List</p> | <p>See below</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>8. General Business:</p> | <p>Election of committee members for 2019</p> <table border="1" data-bbox="456 972 1445 1890"> <thead> <tr> <th>Position:</th> <th>Candidate:</th> <th>Moved by:</th> <th>Supported by:</th> </tr> </thead> <tbody> <tr> <td>President</td> <td>Vanya Taylor</td> <td>Shannon Kynaston</td> <td>unanimous</td> </tr> <tr> <td>Vice-President</td> <td>Natasha Tavani</td> <td>Vanya Taylor</td> <td>unanimous</td> </tr> <tr> <td>Secretary</td> <td>Jennifer Young</td> <td>Shannon Kynaston</td> <td>unanimous</td> </tr> <tr> <td>Treasurer</td> <td>Shannon Kynaston</td> <td>Mel Bowden</td> <td>unanimous</td> </tr> <tr> <td>Uniforms</td> <td>Fiona Patten</td> <td>Vanya Taylor</td> <td>Unanimous</td> </tr> <tr> <td>Music</td> <td>Claire McFerran</td> <td colspan="2"><i>DECISION DEFERRED</i></td> </tr> <tr> <td>Fundraising</td> <td>Camille Jeppesen</td> <td>Shannon Kynaston</td> <td>unanimous</td> </tr> <tr> <td>Grounds/Facilities</td> <td>NIL</td> <td colspan="2"><i>DECISION DEFERRED</i></td> </tr> <tr> <td>Memorabilia</td> <td>Sharon Szczencinski</td> <td colspan="2"><i>DECISION DEFERRED</i></td> </tr> <tr> <td>Book Club & Library</td> <td>Susan Henwood</td> <td>Vanya Taylor</td> <td>Unanimous</td> </tr> <tr> <td>School Banking</td> <td>Mel Bowden</td> <td>Vanya Taylor</td> <td>Unanimous</td> </tr> <tr> <td>Sports</td> <td>Leanne Hill</td> <td>Jennifer Young</td> <td>Unanimous</td> </tr> <tr> <td>DUCKs</td> <td>David Mundy</td> <td>Vanya Taylor</td> <td>Unanimous</td> </tr> <tr> <td>Yr 6 Fundraising</td> <td>Leanne Hill</td> <td>Vanya Taylor</td> <td>Unanimous</td> </tr> </tbody> </table> | Position: | Candidate: | Moved by: | Supported by: | President | Vanya Taylor | Shannon Kynaston | unanimous | Vice-President | Natasha Tavani | Vanya Taylor | unanimous | Secretary | Jennifer Young | Shannon Kynaston | unanimous | Treasurer | Shannon Kynaston | Mel Bowden | unanimous | Uniforms | Fiona Patten | Vanya Taylor | Unanimous | Music | Claire McFerran | <i>DECISION DEFERRED</i> | | Fundraising | Camille Jeppesen | Shannon Kynaston | unanimous | Grounds/Facilities | NIL | <i>DECISION DEFERRED</i> | | Memorabilia | Sharon Szczencinski | <i>DECISION DEFERRED</i> | | Book Club & Library | Susan Henwood | Vanya Taylor | Unanimous | School Banking | Mel Bowden | Vanya Taylor | Unanimous | Sports | Leanne Hill | Jennifer Young | Unanimous | DUCKs | David Mundy | Vanya Taylor | Unanimous | Yr 6 Fundraising | Leanne Hill | Vanya Taylor | Unanimous |
| Position: | Candidate: | Moved by: | Supported by: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| President | Vanya Taylor | Shannon Kynaston | unanimous | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Vice-President | Natasha Tavani | Vanya Taylor | unanimous | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Secretary | Jennifer Young | Shannon Kynaston | unanimous | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Treasurer | Shannon Kynaston | Mel Bowden | unanimous | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Uniforms | Fiona Patten | Vanya Taylor | Unanimous | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Music | Claire McFerran | <i>DECISION DEFERRED</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fundraising | Camille Jeppesen | Shannon Kynaston | unanimous | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Grounds/Facilities | NIL | <i>DECISION DEFERRED</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Memorabilia | Sharon Szczencinski | <i>DECISION DEFERRED</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Book Club & Library | Susan Henwood | Vanya Taylor | Unanimous | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| School Banking | Mel Bowden | Vanya Taylor | Unanimous | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sports | Leanne Hill | Jennifer Young | Unanimous | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DUCKs | David Mundy | Vanya Taylor | Unanimous | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yr 6 Fundraising | Leanne Hill | Vanya Taylor | Unanimous | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <p>Election of executive committee for 2019 (office bearers plus 3 others)</p> <p>Motion to elect office bearers (Vanya Taylor, Natasha Tavani, Jennifer Young)</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>and Shannon Kynaston) plus Camille Jeppesen, Fiona Patten, Mel Bowden and Susan Henwood as Executive Members for 2019. Moved by: Vanya Taylor. Supported by: Unanimous.</p> <p>Election of Bank Signatories for 2019 (office bearers)</p> <p>Motion to elect office bearers (Vanya Taylor, Natasha Tavani, Jennifer Young and Shannon Kynaston) as bank signatories for 2019.</p> <p><i>Action item: Kelly & Dave to be removed from banking.</i></p> |
| <p>9. Other Business</p> | <p>P&C Class Rep lists for 2019</p> <p>Class rep lists still to be finalised. Suggestion to create a P&C package for new parents – introduce DUCKs, infographic of how funds raised and what they go toward.</p> <p>Federal election bbq to bring in funds from broader community.</p> <p>Grants, sub-committee for onsite kindy playground – target early childhood parents. Talk to teachers + parents.</p> <p>Extra money for Mrs Stanford to have 1st/2nd/3rd/4th on sport bands. Decision on this to be deferred following confirmation of financial reports.</p> |
| <p>NEXT MEETING:</p> | <p>General Meeting – Tuesday 26 March 2019</p> |

ACTION ITEMS

| ACTION ITEM | PERSON RESPONSIBLE | STATUS | NOTES |
|---------------------------------------------------------------------------------------|--------------------|---------------|--------------------------------------------|
| SmartLink app advertising P&C class rep role. | Tash | To do | Contact Sharon. |
| Remove Kelly Lang and Dave Thompson from banking. | Shannon | To do | |
| Investigate storage / disposal of old paint / chemicals from P&C shed. | DUCKs? | To do | Refer to DUCKs. |
| Monitor WACSSO amending P&C constitution. | Jen | Re-visit 2019 | Check with WACSSO. |
| Investigate possible grant applications from summary list of available WA grants. | TBA | Re-visit 2019 | Advertise with grounds and facilities role |
| Organise screening of "Screenagers". | Vanya | Re-visit 2019 | Venue: Cygnet / Lifestream? |
| Possible action item to pay someone to scan old photos for preservation (memorabilia) | TBA | Re-visit 2019 | Possible wishlist item. |

Appendix A

School Board Report – Lara Parsons

First Board meeting for 2019 was held Wednesday 20 February. The role of P&C Representative on the Board is now formally terminated as all members of the Board must be openly elected under the new Terms of Reference. The P&C is free to nominate a 'preferred candidate', but this candidate must still be freely elected. There are a number of Board positions up for renewal this year - some for the full 2-year term, some for a single year term.

I have thoroughly enjoyed my time on the Board and highly recommend anyone who is even a little bit interested to nominate. The insight into the 'back-end' of school operations has been an invaluable experience and I now have even more respect for the hard work our teachers, leadership and administration team do every day.

Our School Business Plan has been carefully thought out and is based upon sound evidence-based programs that aim to support the whole child, teachers and community in our journey through the Primary School. I hope the P&C can continue to whole-heartedly support the work of the Board and school community in the execution of the School Business Plan.

Principal's Report - 25th February 2019

Census

Last week we completed the annual census which is used to calculate the funding we will receive. Unfortunately our population has declined (particularly in the early years) and so we now have 415 students, whereas at the start of last year we had 435 students. However, we have maintained the same number of classes, and classroom teachers, so we will not have a lot of discretionary funds this year as it will go toward covering the staffing. This means that, on the whole, class numbers are low, which does make for a nicer working environment for students. We are, though, all the more grateful for the funds that the P&C has raised.

Early Close 10th April

The School Board, this week, approved our usual early close for parent-teacher meetings to occur at the end of this term. In addition, the Executive Regional Education Director, Ms Sue Cuneo, has also approved this closure. We have now updated the Term Planner to show an early close **(12pm) on Wednesday 10th April**. This is also the date of the ANZAC Day service which will be held in the morning. While we would prefer that all students leave the school at 12pm, we will make arrangements to supervise those students who cannot leave, on site until 3pm. Meetings will follow the usual process much like "speed dating" whereby 10 minute slots will be allocated to parents to meet with each of their children's teachers and a bell will ring to let you know when the time is up. These meetings are held in the Senior Block. More information will follow, but please note this date in your diaries.

Roof/Ceiling

You may be aware that we have had some ongoing issues with the ceilings and roof in the main block. We apologise for having to move some classes out of their classrooms and into spare classrooms for a day while their ceilings were replaced. This block is an old block (over 90 years old) and the department is keeping an eye on the maintenance.

National Day of Action-Bullying No Way!

As part of our strong school policy on student's well-being and safety. Our school along with more than 5000 schools have signed on to The National Day of Action against bullying and Violence on Friday 15th March. The theme for this year's event is Bullying No Way! The National Day of Action is Australia's key anti-bullying event for schools. It is a positive day of action, bringing school communities together to help find workable solutions on negative behaviour.

Key messages to students:

- Talking about bullying helps us understand
- Why bully someone when you can be their friend
- We have each other's back and teachers help us to.
- It shows strength to stand up to someone
- Bullying is not accepted anywhere
- Let's be strong together!
- At our school we treat others how we want to be treated

Our students will be participating in a variety of classroom activities throughout the week and on the day. Starting with our assembly this week which has a focus on every student has a right to feel safe.

On the National Day of Action each student will receive a pocket card with key messages on tips and advice about bullying. We encourage you to talk to your child about what bullying is and what it is not. Talking about bullying with your child at home can make it easier for them to tell you if something happens.



School Values

Thank you to everyone who voted on the values they felt the school should adopt as its core values. The School Board is meeting on Tuesday to collate that information and finalise these values. We will also be planning strategies to introduce and embed these values in our school. More information will be provided soon.

Kiss and Drive

For those of you who are new to our school, you may not be aware of how the kiss and drive area works. It is located on the school netball court and accessed from Fourth Avenue. The exit is on Banksia Tce. While there is no parking, this is an opportunity to quickly drop off or pick up your child from the school. Please keep circling if your child has not arrived for pick up and there is a queue of parents onto the road waiting to collect their child. This means that the system works more effectively as a queue on the road can quickly become gridlock. In the event that gridlock should occur, you will need to exit by turning left. Please also note that you cannot over take someone while on school property. Please be aware that there is a gutter cutting under the driveway and if you decide to drive around someone you may end up damaging your car if you drive into it accidentally. So please stick to forming a queue and not overtaking.

Harmony Day – a cultural infusion

Each year we celebrate Harmony Day. This year we have invited a number of performers to the school from a variety of cultures to work with the children for a day of celebration. Harmony Day is on **21st March**. Shortly all families of students from Pre-primary - Year 6 will be receiving a personal invitation through Consent 2 Go for each of their children to attend this event at a cost of \$14pp. The children will learn about Bollywood dance, Chinese dance and arts, Balinese traditional dance, Capoeira (an Afro-Brazilian martial art), African music and Japanese culture.

REMINDERS

- School Board nominations – 1 year and 2 year – nominations close on Thursday.
- Consent 2 Go – update your details
- The SmartLink – update subscriptions

Thank you

Thank you to all those on the P&C last year. Thanks particularly to any outgoing office bearers. I look forward to working with this year's P&C.