



**West Leederville Primary School P&C Agenda**  
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**Date:** 31<sup>st</sup> July, 2018

**Venue:** WLPS staffroom

**Present:** Sarah Williams, Carolyn Finch, Amanda Faragher, Narelle Manser-Smith, Dave Lorimer, Richard Moyle, Kath Dawson, Tanya Watkins, Claire Munday, Michael McInerhoney, Ann Conlon, Christy Kailis, Lisa Wade, Julie Metcalf, Andrew Porter, Naomi Wallace

**Apologies:** Vivi Constantine, Aine Sommerfield

**Meeting opened:** 7:34pm

**1. Acceptance of previous minutes**

**Motion proposed:** Dave Lorimer

**Motion seconded:** Lisa Wade

Special Item (last minute addition): Jye Reed from IGA in Wembley attended after talking to Julie during the afternoon. IGA are generous supporters of School events and functions. They donate all fruit, veg and other groceries to the school. Jye would like to invite the school community to a launch at IGA Wembley. They have partnered with Francine Bell who promotes additive free eating for children. Additive Free Kids (Francine's website – based on personal experience of Francine's children).

Event details: Saturday 18<sup>th</sup> August, 10am – 1.30pm.

Francine will be at the store. There will be food tastings and entertainment for children.

IGA agreed to contact all of the scones for the 120<sup>th</sup> Celebration Evening (see below).

**2. Matters arising from previous minutes**

**Fathering Project**

**Julie Metcalf to update**

Julie - has spoken to Peter Kailis and he has spoken to the Fathering Project. At the recent Executive Meeting of the P&C, the \$400 cost to register with the Fathering Project was approved. This will include general support, information, membership and courses.

Christy – the main event of the year will be a camping trip, but other events will be organised in conjunction with the FP and the school.

Lisa Wade - has experience of dads camping through her children's school and said it is great. Lisa can put WLPS in touch with Kapinara's Dad's Army camp out organiser if this will help.

**3. Correspondence**

WACCSO Conference Julie Metcalf

Julie - will be going in August and has registered. It is over a weekend.

Insurance has come in and has been paid. \$1,191.00, this covers items belonging to the P&C including uniform stock and canteen equipment.

Tanya - will arrange the canteen component of the insurance be paid by the canteen and will get the correct amount to Vivi.

#### 4. Standing items

##### 4.1 Principals report: Lisa Wade

Lisa – went to the Triple P Seminar today. Will put some info in the newsletter. It was very good. There were some WLPS parents there too.

Additionally, an email has been distributed in the past week regarding a parenting webinar by Michael Grose. The email includes a voucher code to access the seminar free.

Tanya – if you register and cannot make the time of the webinar (5:30pm Perth time) then you will be sent an email with a link to a recorded version after the event.

Lisa - 120<sup>th</sup> Celebration - Robyn and the admin team are working on that.

There is also preparation going on for the Athletics Carnival.

Preliminary results have come in for NAPLAN however it will be looked at in more detail when full results are in.

*General discussion about writing programme in early years.*

Lisa - mandated school opinion survey will be coming out in August. School would like to ask the P&C for \$50 to buy a voucher 'prize' to encourage people to complete the survey [this was not requested at the meeting].

Sarah – where do the results of the survey go?

Michael – just the school and the board, nothing goes up to the Education Dept. School receives and analyses the results.

Lisa & Michael – school does work on results of 2016 survey and has accountability to show it has analysed and taken on board comments from that.

Lisa - has requested John Burke (Principal of new Inner City College) to come to next P&C meeting to meet us. Then he will attend a board meeting. Lisa proposes the Year 5 parents have a Q&A session with him so will contact him further to discuss.

Carolyn - what was the response rate for the 2016 survey?

Lisa - believes it was ok but doesn't know the percentage.

Michael - 120 surveys were returned.

Sarah – would like a key for the gardeners shed to store items. Julie has a key and can sort.

#### **Playground**

Michael and Narelle – general presentation on ideas for playground around school accompanied by a presentation and annotated maps. See attached presentation.

Michael - proposed the plan to the group. Lots of different consultations and discussions as well as surveys from the teachers and children. There is a Playground Committee who have done extensive work and research.

Narelle – the vision is to have an overarching plan for the school to 'future proof' the space and provide direction. Has included step by step modifications to the playground to enhance the current space without taking away green space. These can be done as time and budget allow.

Tanya – at the end of the year last year it was proposed to paint the undercover area and spruce it up.

Narelle - this will be part of the plan.

Narelle - believes there might be grants available to assist with funding of this project. However, aside from this money is anticipated to come from the P&C. Currently all of the works are unquoted apart from painting – two quotes have been received (\$11,000 and \$15,000).

Michael - has already applied for one grant which was out – but not yet known if it is successful.

Narelle - not currently asking for money. Plan is to get painting done by end of this year.

Lisa & Julie - Scarborough Toyota have donated 60 cottonwood trees to make a green screen on Lesser Street. This will happen at the end of next week.

Kath – are we investing in items around the old tree which would be affected if the tree has to come down?

General answer that this is not accounted for.

#### 4.2 School board report:

Andrew Porter – the Board's focus is continuous improvement and the school survey is important as a factor of this. The community needs to see the benefit of the results.

Board has made a recommendation to extend Barrie Harvey's membership as a community member. He has provided good insight into the Board and is a valuable member.

Board raised Principal's Secondment – most important factor in Fiona Kelly being seconded for 6 months was the succession plan put into place by Fiona. The Board believes the school has stable operations and management for the 6 months she is away. There is strong leadership in place. Board believes that since Fiona has been seconded from the school, it shows the school's calibre in having someone worthy of such position.

There is a new and comprehensive website for the School Councils and Board – includes training modules and information. Lots of information on how you run meetings etc. Andrew believes much of this information is transferable information to P&C.

Note that new members of the board have to go through a criminal screening. This is a new procedure.

The biggest risk around boards in general is financial fraud. With large sums of money, come responsibility. There are guidelines and further information on this on the website.

#### 4.3 President's report: Julie Metcalf

Audits – 2017 going to auditor next week. For the years 2015-2016 we cannot understand the books. 2013-2014 has been looked at.

We have been advised to write off 2015-2016 as they are illegible. A letter will be written from the P&C to confirm that we cannot provide information from these years, or substantiation. This letter will be contained within the P&C files.

Narelle – are the files digitally backed up?

Julie – we are in the process of creating drop boxes for each P&C committee position which will make storage easier, more accessible and be more streamlined in the case of handover to new committee members.

Additionally, we have completed roles and responsibilities for each committee position, again to ease with the running of the P&C and change over of committee members.

#### 4.4: Treasurer's report: Vivi Constantine

*See attached spreadsheet*

We have transferred the \$385 from the building fund to the school's building funds. It didn't belong to the P&C. I have removed the account from the financial report.

We have a total of \$104,483 in our 3 accounts (\$22,133 belongs to the uniform account).

We have approved items for \$18,436.

Balance \$63,914

Julie - at the start of the year the P&C gives the school \$40,000 and that gets spent to match the learning budget of the school.

Amanda is money is going to be spent on the library?

Lisa – money was allocated for the library, not spent on the year it was closed but held back as the school knew it would need it the following year.

The \$40,000 has been provided for the past 3-4 years as a lump sum for the teachers to spend the money on educational support and to stop the teachers having to approach the P&C for individual amounts.

#### 4.5 Social and Fundraising committee report: Sarah Williams

##### **Athletics Carnival Lunch Sarah Williams**

Sarah - Lisa has permission from City Beach Primary School to use their canteen for the Athletics Carnival. Our staff will go to CBPS and use their facilities to provide rolls or a lunch special on the day – easier than trucking over items from WLPS an easier than cooking.

Lisa - will there be a coffee van?

Julie - will contact Joel Butler who is doing the fete coffee and see if he can come for a trial run.

Need Dads Army assistance for the marquees.

##### **Open Night Scones Request Sarah Williams/Kath Dawson (via reps)**

Now kindly provided by IGA Wembley for free. Julie will liaise with Jye from IGA re the scones.

##### **Colour Carnival Update Ann Conlon/ Vivi Constantine**

All going great at the moment. Over 50 stalls accounted for. Class notes and newsletters going out regularly. There will also be competitions and events at the CC.

Bunting going around the classes this week. It is hoped that parents will make this and it can be used as decoration around the school.

Sarah – noted some negativity in regards to CC volume of communications, can the P&C can promote positivity regarding to the event.

Ann – we are looking for an electrician.

Richard - Vivi has contacted the Dad's Army about this.

### **Cultural Evening Funding Request Claire Munday/Sarah Williams**

Claire - October 25<sup>th</sup>, Thursday of Week 3, Term 4. The evening will start with a Lion Dance by Year 6 (selected students though all Year 6 will complete the Lion Dance Workshop). After the dance there will be the first half of 'A Kids Summer Night's Dream' followed by an interval with performances and food trucks.

Post the interval there will be the second half of the performance, then a final song in Mandarin.

Claire would like to request \$1,100 as noted on the request form submitted.

General discussion around any profits for P&C such as bar, entry and programme sales? Claire believes same format as Sculptures under the Tree. The profits go towards the cost of printing the programme and the event.

Food Trucks – possibly Asian, Monsterella as it is popular. Need to discuss if we will get any return from the food trucks.

Ann - the Bao Buns were popular at the Spring Show and are cultural.

Richard – we need to obtain quotes/receipts for the event to ensure we know how the funding amount will be split – the amounts in the Request for Funding submission are not confirmed and approximate.

**VOTE: YES**

### **Crazy Camel Christmas Cards Christy Kailis**

All going ahead. Sally Gorey is on board and spoke to staff last week. The theme this year is Animal Kingdom so that people can use the cards all year around. Will be completed in Term 3 so as not to get in the way of a busy Term 4. Cristy will get materials next week and pass on the Sally. Cards, calendars, planners and tote bags will be available.

#### [4.6 Grounds committee report/ Dad's Army: Richard Moyle](#)

Richard – booked in to set up for the Athletics Carnival

We have an electrician for the Colour Carnival.

Meeting Michael Baker tomorrow regarding the Memorial Garden as previously discussed. Richard expects this to be done within a couple of weeks.

Will also be putting some backing on cupboards in the hall for uniforms (see below).

Also has prices for the plaques for the Memorial Garden. Julie suggested Richard contact Robyn Gilfillan to have the wording of the plaque made up.

Tanya – suggested that a general plaque would mean people can remember different people they have lost, personal to them. This would be more universal to the community. Tanya suggested the following wording:

*"When someone you care about becomes a memory the memory becomes a treasure."*

#### [4.7 Canteen committee report: Tanya Watkins](#)

Tanya - good cash balance as there is \$20,000 in the account however the canteen owes a few thousand.

The new canteen treasurer (Wendy) is learning the system and getting an understanding of the books. Tanya is looking into a new system which will cover some of the super requirements.

One staff member due for a pay rise, this will be attended to as well as some other items.

#### 4.8 Uniform shop committee report: Kath Dawson

Kath - all smart tags now sewn in jackets. Will have notices in jackets on how to activate.

There is a mouse problem in the cupboards in the hall and we need to seal the cupboards in order to combat this. Dad's Army will assist and the cost will be approx. \$310.

Excursion bags now in stock. \$19.00

#### 4.9 Class representatives report: Kath Dawson

Kath – several requests have been put out for volunteers for satchel packing for Primary Schools Assn conference. This year it is a national conference, therefore more attendees and more packing to do. Kath has 5 people and probably needs 15.

The Conference is on 11<sup>th</sup> and 12<sup>th</sup> September. Kath will send another request out for help.

#### 4.10 Eco Coordinator: Adam Marr

Michael - Trash free Tuesdays now in operation. Michael says the school needs to ease into it. Will educate and feed back to the kids.

Nothing to report from Adam Marr.

## 5. New business

### **School Business Directory Proposal**                      **Christy Kailis**

Christy- questioned if there is a business directory as several other schools have them and they are successful.

Julie - it has been proposed and previously discussed but there are no guidelines. There have been some issues around the idea previously so the P&C backed off but there is more discussion around this now.

Christy – would it be worth pursuing within the community?

Carolyn – the Community Facebook Page is useful for local business information.

Julie – can we think about this and come back on the next meeting?

## 6. Close and next meeting

Close: 9:52pm.

Next Meeting: 7.30pm, Tuesday 4<sup>th</sup> September, 2018