



**West Leederville Primary School P&C Agenda**  
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**Date:** 23 October, 2018, 7:30pm

**Venue:** WLPS staffroom

**Present:** Sarah Williams, Tiki MacLennan, Derry Simpson, Anna Bakulina, Kath Dawson, Tanya Watkins, Julia Chapman, Avianne Bredmeyer, Shannon Sliker, Donna Sutherland, Aine Sommerfield, David Mazza, Andrew Faragher, Ann Conlon, Carolyn Finch, Narelle Manser-Smith, Rochelle Reeves, Michael McNerhoney, Lisa Wade, Judith Curtis, Peter Kailis, David Lorimer, Julie Metcalf, Richard Moyle, Julia Dunning, Vivi Constantine, Naomi Wallace, Kate Chaney.

**Apologies:** Amanda Faragher, Simone Hathrill,

**Meeting opened:** 7:36pm

1. **Acceptance of previous minutes**

**Motion proposed: David Lorimer**

**Motion seconded: Peter Kailis**

3. **Matters arising from previous minutes**

Nil.

4. **Correspondence**

Nil.

5. **Standing items**

**Canteen Tanya – (early mention as Tanya needs to leave early).**

Canteen can now meet long service employment liabilities of staff. In the past it was not able to do as too much catching up to do. 2014 \$5,500 was donated by P&C as a loan. The canteen is now able to give back and able to operate at a profit. They have a new accounting system and a new employee coming next year.

Canteen to pay the \$5,500 back.

5.1 **Principals report: Lisa Wade**

Note: 2019 Funding moved to end of Agenda – see below.

5.2 **School board report:**

**Aine** – extra meeting held on Friday 2<sup>nd</sup> November to discuss the school survey – overall positive comments. A letter from the Board will be forthcoming and a letter from Lisa to address other issues.

At the regular Board meeting they discussed school survey, iPad use, Camp Australia, Board members leaving and new Board members for 2019. See Board minutes for further details.

### 5.3 President's report: Julie Metcalf

#### **Colour Carnival Fete**

Thank you Vivi, Ann, Shelly, Sarah, Aimee, Neil and Chris for all your effort organising the Fete. A wonderful day had by all. The community had so much fun. I've been told on more than one occasion that it was the best fete ever! Well done everyone. If you haven't heard, the fete raised \$49350. Wow!

#### **2018**

What an amazing year! Thank you to all who helped or supported the P&C this year. From the movie night, to the cocktail party. The quiz night, entertainment book, memorial garden sausage sizzle, crazy camel and the Fete. Parents, P&C members, children and staff. Thank you for another successful year. We managed to create a lot of community events while trying to raise funds. I look forward to hearing Vivi's financial report on how well we did financially.

I do want to thank Sarah Williams our fundraising coordinator, who always supports and guides the people who put their hands up to help. Thank you.

To all who hold a position on the P&C. David as Vice President, Naomi as secretary, Vivi as treasurer, Tanya as canteen coordinator, Kath as class rep coordinator and uniform coordinator, Sarah as fundraising coordinator and Richard as Dad's army coordinator. Each person has a role and works hard to make sure they support and contribute to the P&C. We have all had another successful year and should be very proud of our efforts. I really can't express how proud and pleased I am to be part of such an amazing, team.

Tanya Watkins, the canteen coordinator, has worked with and supported the ladies in the canteen, Barbara and Lydia. These two ladies work hard every Monday, Wednesday and Friday providing great lunches for the children at our school and taking on preparation of special lunches for the athletics carnival. Over the last year they have worked extra hard to make the canteen self-sufficient. That means the canteen makes a profit and pays for all the food, insurance, staff wages and general expenses. This means, the P&C no longer covers any short falls in expenses. Thank you, Barbra, Lydia and Tanya, well done ladies.

Once again thank you to all who have helped and supported the P&C. I really can't express how proud and pleased I am to be part of such an amazing, hardworking and generous community.

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

**See attached spreadsheet for November.**

We have \$142,000 in our accounts.

Commonwealth \$6,289  
Uniform \$33,085  
P&C Account \$102,626

The Fete made \$49,350!

Total of \$113,000 fundraised this year. Breakdown on attached spreadsheet.

Question re Scholastic profits/payback to the school –  
Michael Mc - majority has been spent on subscriptions for LitPro but now the School no longer uses LitPro so the money will go back into books for the school.

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

Sarah – acknowledged Ann and Vivi for taking on the Fete this year. Fundraising is about the events and the community, what comes out of these events far exceeds raising money - i.e. community spirit.

Events are always a nice way to develop community spirit between school and parents.

### **Cultural Showcase – bar and food trucks**

3 food trucks coming and a bar – we will create our own bar, still looking for someone to organise and serve at the bar.

Ticket sales fairly low at the moment but Michael said it will go on the app to remind parents.

Vivi – generally a bit of misunderstanding in the community about what the Cultural Night involves.

The School will send a note out to provide a few more details.

Lisa – a note will go out re timing and details. The event will be shutting down at 7:40pm so that the site is closed by 8pm. Was not intended to be so long or large. Upper primary only involved in drama production and lion dance. Lisa expects it to run for 2 hours 40 minutes but has included a reasonable amount of time in between acts which will be community focussed (food, music, art).

Sarah – not really a fundraising – a school event. Difficult to organise food trucks if ticket sales are not great. Generally, people buy tickets later on and close to the event date, this always makes the planning and booking of food trucks hard. We noticed this especially with the cocktail party.

Vivi – do notes in the folders work?

Sarah – yes have done with 2 events this year and that was a very effective marketing tool.

### **Movie Night Funding Request**

Fundraising Request for screen deposit for Movie Night 2019 – Naomi Wallace/Sarah Williams

Two quotes for the screen hire. Last year it was \$660 + gst. This year \$680 + gst with the same company as last year. We are hoping to obtain sponsorship to pay for the screen in exchange for naming rights and advertising of a local businesses. However, in order to lock in the screen booking we need have the funds for the screen hire approved now for pre-pay early in Term 1, 2019.

Will need to publicise a “Save the Date” prior to the end of term.

Movie night scheduled to be February 23<sup>rd</sup>, 2019. Movie and further details TBA/TBC.

### **Scholastic**

Will be taken over by Tammy Butler. Thank you to Helen Knowles for several years of volunteering and thousands of dollars of contribution to the school.

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

Nothing to report, a small issue with retic on the Memorial Garden which Richard will sort with Michael Mc.

Good turn out at the Fete of Dads Army to assist.

Thanks also to Greg Finch for always helping.

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

As above.

### [5.8 Uniform shop committee report: Kath Dawson](#)

New Faction Shirts have been ordered and will be available for the PP's next year. Around \$5,000 profit by the end of the year. Opening 2 days end of Jan for next year's sales. Will advertise in the newsletter for helpers as these are traditionally very busy days.

#### 5.9 Class representatives report: Kath Dawson

Derry Simpson taking over next year.

**Rochelle** – Acknowledged the class reps as being a great help for the teachers.

#### 5.10 Fathering Project: Peter Kailis

- Dads/Kids activity planned Sat 8 Dec @3pm (McCourt Street Park)
  - o Santa letter writing plus game of cricket
- Dads end of year event Thursday 20 Dec @7pm (Back Bar Hylin)
- Email went to Dads group mailing list – approx 70
- Strategies to increase mailing list
- Karl O'Callaghan presentation to Dads held on Wed 7 Nov
- Mindful Meditation Australia presentation (sponsor of TFP)
- Group Leaders dinner – networking event – Thursday 29 Nov
- Photo required for TFP Banner – some discussion around the requirements for this.

## 6. New business

### **Year 6 Graduation Funding Request – Shannon Sliker & Simone Hathrill (Simone not able to attend)**

*See attached funding request.*

175 people planned to attend, 15 responses so far of parents ready to help by providing a plate, Kath organised last year and it was divvied up between the classes.

Lisa – 2.5 classes of year 5's. Are there any guidelines?

Shannon explained further the requirements.

Naomi – Message from Simone, she was advised that the school usually provides some funds for graduation but cannot do so this year? Lisa clarified that there is a Graduation Budget but that this is usually reserved for book awards etc.

Naomi – a cheat sheet or some guidance for those organising, handing down year to year would be great.

Lisa – provided some info as to how the day works.

Carolyn Finch and others agreed to assist with advising on what is required.

### **Playground Funding Request – Narelle Manser-Smith \$38,000**

See attached funding request.

Some discussion around the quote, are there 2 quotes?

Dave – understands that these things are built on a Design and Construct basis. Therefore, you cannot compare apples to apples.

If we are not going to vote on this we must provide clear criteria as to what is required.

Some discussion around the playground and what constitutes a quote as no specific 'quotes' submitted at the meeting.

Agreed that specifics need to be submitted.

Julia – some notes as to the process required for the funding request.

Deliverable required for next meeting is that we have at least 2 quotes submitted with numbers.

Naomi – we need to see the terms agreed with the playground company and review these carefully. Especially if the quote is in 4 stages and we are intending to complete 1 by 1.

Narelle – can we note that the playground should be factored into consideration for spending next year.

David – everyone agrees that there is a requirement but that some more detail is required.

Committee will not be seeking more quotes, Andrew Faragher has agreed to obtain some by the next meeting for re-submission.

### **School Funding Request for 2019 – Lisa Wade**

*See attached table from Leadership of WLPS*

Lisa – funding request for the school as a whole. Perhaps some misunderstanding about the school's financial resources. School is transparent and accountable, especially Janelle in the office.

Thanked Vivi for her contributions especially meeting during the year with School.

Lisa went through financials of school.

*See attached presentation from Lisa.*

Naomi – mentioned that questions from the financial discussion last week needed to be taken in context.

Richard – we have only been provided with receipts within the last month or so and perhaps there are legacy issues which both sides (i.e. the school and the P&C) need to address.

General discussion around options presented by Lisa (as shown on the table). What is required, what is the greater priority. Lisa discussed options and preferences.

Option 1 is to be voted for, in 3 lump payments over the year.

Shade sails added – to Option 1.

**Voting Option 1 – Voted approved**

**Movie Night – Voted approved**

**Shade sails – Voted approved**

### **7. Close and next meeting**

Close: 10.02pm

Next Meeting: 7.00pm Tuesday 19th February, 2019 **AGM**

7.30pm, Tuesday 19<sup>th</sup> February, 2019 P&C Meeting