



**West Leederville Primary School P&C Agenda**  
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**Date:** 19 February, 2019

**Venue:** WLPS staffroom

**Present:** Naomi Wallace Derry Simpson, Michael McInerheney, Aimee Gaffney, Vivi Constantine, Sarah Williams, Renita Jeudine, Lisa Wade, Fiona Kelly, Phil Braimbridge, Kath Dawson, David Lorimer, Eiyenne Campbell, Raj Soares, Julie Metcalf, Tiki MacLennan Kat Lewis, Kathryn Morrison, Kat Popp, Andrew Porter, Ali Jensen, Richard Moyles, Tanya Watkins, Sarah Woods,

**Apologies:** Peter Kailis, Carolyn Finch, Aine Sommerfield, Christy Kailis,

**Meeting opened:** 8:00pm

**1. Acceptance of previous minutes**

**Motion proposed:** David Lorimer

**Motion seconded:** Sarah Williams

**3. Matters arising from previous minutes**

Nothing.

**4. Correspondence**

**Phil Braimbridge – Physical Ed Department and external activities**

Phil concerned with communication around external activities. Any sporting club through the community must be through Phil to check insurance, WWCC etc, First Aid

We can have a Community Noticeboard which is specifically not related to the school but is related to the P&C which can be put on the school website. With this the school is not endorsing the club but parents are able to see it and these events and clubs are 'advertised'.

Phil would like a parent champion to control this who would have a connection with each club (to avoid anything and everything being advertised and external companies having free reign).

Derry – can put a Noticeboard on the school's Facebook page and advertise there.

Sarah Williams – suggests a liaison person between 'community' and sporting groups. Sarah suggests the P&C could create a role for a parent to filter information from outside and then into school. Offering programs which are not currently offered at school.

Katherine – could use the Community Noticeboard on Facebook

Julie – will talk to Jo about what is possible on the Facebook page for the P&C to create a Noticeboard and put a disclaimer on it. Possibly with or without current Community Newsletter which is sent out by the school.

Derry – very easy to duplicate from website to Facebook

Sarah Williams – offered to be the liaison between sporting clubs and school – more to discuss, possibly at next meeting.

## 5. Standing items

### 5.1 Principals report: Fiona Kelly

Fiona asked what would be of value to the P&C in her report? Should it carry on as before or be pertinent issues affecting the school?

Large class sizes brought up as a topic of conversation but that will not be discussed at P&C as it is school operational.

Sarah Williams – would like school funding requests to be brought up earlier in the year to enable the P&C to plan for future events.

Fiona – will carry on before with some info as to what is going on especially in relation to P&C.

### 5.2 School board report: Andrew Porter

Andrew- one board member came to the end of their tenure, 3 teachers left and 2 came on.

New members: Rochelle Reeves, Judith Curtis,

Board meetings will try to run more efficiently. At the most recent meeting there was a large focused on the class sizes. It was an open meeting, as nearly all Board Meetings are.

A statement will be issued to the Community by the board in response to last week's meeting.

### 5.3 President's report: Julie Metcalf

Emphasised that the P&C voting system is a closed system (i.e. written down and secret).

Funding request procedures these are in place, there is also a Funding Request Form – available from Secretary, Fundraising ideas go through Secretary to P&C to be voted on at each meeting (or via the Executive Committee in exceptional circumstances).

Proposals for Fundraising events and ideas to go through Aimee Gaffney and Sarah Williams to be included into the calendar for the year.

Board meeting attendance by a P&C member will be shared on rotation by David Lorimar, Raj Soares, Julie Metcalf and Ali Jensen.

Year 5 fundraising letter – this has been drafted to come out and fundraise for the year 6 camp. P&C have endorsed certain events for the Year 5's to manage for their Year 6 camp but anything else must come through P&C. Hopefully this will go out by the end of this week.

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

**See attached spreadsheet for February.**

**\$84,700 in two accounts**

**\$21,000 in uniform accounts**

**\$10,000 on money promised**

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

#### **Fundraising outline for 2019 – Sarah Williams**

Sarah - would like to source the opinion of the group in what we want to create? Money? community? Sarah's role is Social and Fundraising but would like to gather more input from the community as to what the P&C would like.

Julie - outlined last year's playground committee which focused on parental feedback in response to needing more play equipment.

Sarah – should we have a fundraising goal for the year – if people put a name on what they are fundraising for then they are more likely to assist and get involved?

Julie – two more quotes will be presented on the playground as this has been worked on over the holidays so would we like to vote that this is the year of the playground?

Michael – last year it was advertised that the fete was going to fundraise for the playground.

General discussion around a plan on what we are fundraising for so that people can see.

Majority of hands raised to support moving forward with the playground.

Sarah – would like some more structure around the fundraising plan.

Tiki – also need input from the school as to what they require from an educational and learning perspective.

Renita – would like community engagement as new to the school, of value

Kathryn – new to school, if people are engaged they are more likely to contribute.

Feedback from P&C – would people be open to answering questions.

James – can we have some input on Fiona's opinion on what the library is lacking. Julie would like Quiz Nights to go to the library only – but this is her personal opinion. This needs further discussion.

Fiona – would like to focus on school plan for what is required for spending that will enhance learning. Not necessarily her trying to plan the 'maintenance type issues' that the school require.

Kath – important that the school community has the ability to ask for funding.

#### **Movie Night**

Naomi – Around 150 tickets sold, hoping more through the week with the note through Class Reps and the School App. Pizza Truck booked and two school families supplying wine with some money coming back to the P&C.

### 5.6 Grounds committee report/ Dad's Army: Richard Moyle

Richard - Do we need any help on Saturday for the movie night? Sarah – all ok.

### 5.7 Canteen committee report: Tanya Watkins

Canteen has had a slow start with the older kids being at swimming lessons but Week 3 will see things return to normal. Prices will be under review this term with an inevitable increase. We will keep it as small as possible.

Profit last year appears to be \$3900, but a bit of an audit as we roll over accounting systems may see this figure change. I say this because what our accounting software is telling me vs what I see in the bank is different. So I am going from the actuals – which is cash in bank.

A new employee has been taken on as a casual with a small shift each week to ensure continuity of staffing levels. QuickCliq has been updated with this terms menu although there are still some items that will go on. SignUp has also been updated with this terms volunteer spots and will go out with class reps this week.

We are currently looking into new accounting software for both the P&C to maintain its books and also the canteen payroll. So I am playing a big part in that. The new software will ensure future audits are as seamless as possible and from a payroll perspective it will align with the more recent government regulations such as SuperStream (needs to be squared away by 23/5/19) and Single Touch Payroll which is mandatory from 1/7/19. Other benefits are that it's an online service so more people can access with it also all in the one place – P&C general, uniform shop and canteen, and the automated uploading of data linked with our bank accounts. Very exciting but a big job.

Early signs are that we'll be going with Reckon so if anyone has any experience with this software or small payroll systems then we'd be grateful for your assistance. A notice will go out school and possibly community wide soon. Also on the radar for this year are more promotions, ensuring compliance across our systems, reducing opex and looking at other ways to bring in revenue.

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

Financials - end of 2018

Revenue was up.

Faction polos update - old/new roll out will start with PP and transition year for the whole year.

Old ones are discounted to \$12

Kate Gaspar, Magda and Simone Duplock help Kath with Uniform. Thank you to them for their support.

#### 5.9 Class representatives report: Derry Simpson

Update on Reps/ Class Lists

Some missing – will be mentioned at further class meetings.

Meeting next Tuesday 7:30pm to talk to the class reps about the year.

#### 5.10 Fathering Project: Peter Kailis

Class rep lists. Through Derry, asking for Dads email addresses. We would like to add these names to the mailing list if allowed

New WLPS Dads Group dedicated section of the TFP website - Dads can sign up through there to get updates on planned activities and on resource material

2019 schedule has been drafted, dates being finalised.

First event: Sat 9 March - kayak and BBQ @ matilda bay foreshore. Info communicated through posters, class reps and school newsletter?

Another event being worked on with Phil Braimbridge for Term 1 - Dads/Kids woodworking activity

Dads/Kids footy tipping comp to be set up also.

## 6. New business

Netball Dresses Fundraising Request – James Pratt – See attached

**VOTE: 16 v 6 in favour**

**Sarah and Julie \$368 for two people to be restricted Bar Managers for P&C functions  
Required by law for P&C functions.**

**VOTE: UNANIMOUS**

**Future Meetings:**

Roster: 2 people every meeting to bring wine – Julie to organise

**7. Close and next meeting**

Close: 9:36pm

Next Meeting: 7:30pm Tuesday 26<sup>th</sup> March, 2019