



West Leederville Primary School P&C Agenda
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Date: 3 December, 2019

Venue: WLPS staffroom

Present: Julie Metcalf, Sarah Williams, David Lorimer, Fiona Kelly, Carolyn Finch, Michael McInerheney, Lisa Wade, Kath Dawon, Derry Simpson, Vivi Constantine, Ali Jensen, Sarah, Richard Moyle, Christy Kailis

Apologies: Peter Kailis, Tanya Watkins, Marg O'Connell

Meeting opened: 7.31pm

1. New Members

Ms Swinhoe and Ms Hawgood

2. Flexible Furniture Presentations from Year 4/5

Three groups from Year 4 and 4/5 presented a funding request for flexible furniture in the classrooms. This was for the following:

- exercise balls – 6 x balls and pump = \$55.00
- student lap desks – portable desk with storage - Price for 1 x 4 = \$35. Or 3 packs of 4 units = \$105 (ie 12 in total). The total cost would be \$149 (with postage included).
- wobble stools – bloom stools. The cost is: 10 x blooms stools - \$1,080 (to be picked up by the teachers)

Great presentations by all of the students involved. Well done!

There are currently no funds in the account to pay for all of the request in total. Discussion was around whether funds could be raised by kids through a lapathon etc for all equipment requested.

Fiona – perhaps we should trial some of each type of flexible furniture?

A pilot group could be set up to trial the furniture. This would consist of 1 set of lapdesks (x3), 2 wobble chairs and 2 balls which would cost \$266.

The funding request of \$266 for a pilot group of furniture was put to the vote, with the intention that the kids may fundraise for more furniture at a later date if the pilot is successful (**see below for funding vote**).

3. Acceptance of previous minutes

Motion proposed: Vivi Constantine

Motion seconded: Derry Simpson

3. Matters arising from previous minutes

The pavement painting looks great around the school. Thank you to Fiona & team.

4. Correspondence

No correspondence has been received.

5. Standing items

5.1 Principals report: Fiona Kelly

The Principal discussed the following items:

Playground

See below discussion

Moreton Bay Tree

The tree is to remain in place provided that certain conditions are met. The Director General has given the school a list of these conditions. A different arborist has been selected. The school will need to ensure that there is sufficient space for the arborist to work on the tree. This should be taken into account when the new playground construction commences.

Weekend Damage

There has been some graffiti damage over the weekend with furniture being thrown onto the roof. The school has reported this damage and will look into signage etc to deter any future graffiti.

5.2 School board report:

The board member was not able to attend. The matters are addressed in the most recent principals report.

Fiona reported that new board members are to be announced at the end of Term 4 or the beginning of 2020.

Fiona thanked Ryan Hathrill and Tarni Davies for their contributions to the board as they are standing down from the board at the end of this year.

Board nominations have been called for. Three people have nominated for board positions and all three nominees will become new members of the board in 2020.

5.3 President's report: Julie Metcalf

Thank you, Fiona for organising the pavement paint company. The 4 squares and games around the school look great and the kids are using them all.

Thank you for a great year. We have had some wonderful and new events, which have proven to be fun and profitable for the P&C.

Thank you to all who hold a position and all who have volunteered throughout the year. Without support from parents in the school we would not have been able to provide what will be a wonderful playground for the students.

WACSSO Constitution

Julie discussed the new constitution and rules which will apply to the P&C. We have the option to abide by this constitution or write our own (if we write our own we will need to ensure that we comply with the relevant legislation).

**Julie proposed a motion that the new constitution be accepted.
All P&C members present voted in favour. PASSED**

**Julie proposed a motion that the P&C Secretary lodge the constitution with WACSSO.
All P&C members present voted in favour. PASSED**

5.4: Treasurer's report: Vivi Constantine

See attached spreadsheet and financial report.

We have \$18,522 in the uniform account and \$119,973 in our P&C accounts.

We have the following items approved:

Chaplaincy 2nd year		1,884
Library		3,425
Playground - painting four squares		5,000
Playground		120,000

I have agreed with the finance committee (Fiona, Lisa, Michael & Janelle) that we put the playground - painting for squares on hold for now.

Our approved items are therefore \$125,309.

We still have the last of the P&C contributions to come in this year about \$1,000 and profit from the Christmas concert.

Next year I estimate we will fundraise:

Movie Night - \$3000 (February)
P&C Contributions - \$26,000 (April)
Quiz Night - \$20,000 (July)
Fete - \$45,000 (November)



So we are in good shape

Taking into account the funding requests for approval at this meeting, the amounts in the account are short by \$15,000. However, the school has agreed to pay for any invoices received by the P&C and cover the costs until P&C school funding is received from contributions. It is expected that contributions will be received in April 2020 (of approximately \$25,000). The school has reserves which it can use for this purpose, as long as the P&C repays these amounts.

Fiona - after the construction of the playground has completed, the learning areas will be in need of further funding and should be a focus.

5.5 Social and Fundraising committee report: Sarah Williams

Disco Bingo

Thank you to Paula & Carl Guntrip, Sid (who MC'd) & the rest of the organising team. This event raised \$1,500 for the P&C. There may be opportunity in the future to raise more money from this event, however for this event the parents appreciated that it was a fun night without expectations of raising a lot of funds. The expectation to fundraise at other similar events (eg Quiz Night) perhaps deterred people from attending. Thanks to all who came along for a very enjoyable and fun night.

2020 Movie Night

Elsa Durwood, Sarah woods with Ali Jensen are organising the movie night. The company used last year has not provided a quote this year yet. Also, Sally Gorey's brother is not available on the night. Other providers have quoted approximately \$2,000k. The team has found a company called Matrix Productions who have quoted \$893.50 for a blow-up screen, delivery, set up and collection. The date for the movie night will be 15 February 2020. The movie choice is yet to be selected. The rest of the planning will be over the school holidays. Fundraising request for \$893.50 (see below). This will be seed money which will be returned into the P&C account after the movie night (from funds raised on the night).

There was discussion about whether the P&C should purchase a screen. However, storage and set up would be an issue.

The location of the movie night was discussed. It would be in the amphitheatre. However, if this area cannot be used because of the playground build, then a back-up plan is to use the top part of the school.

Sarah suggested that the company should come to take a look at the site/space before the night.

There will be a bar at the movie night to raise funds.

End of Year Concert

- The raffle will take place at the end of year concert. This is well supported. If anyone is able to obtain any further prizes for the raffle, any donations are appreciated. Sarah will take any items for hampers for the raffle. TBE has donated a kids bike (valued at \$550),. There is also 2 x prize packs from studio pilates and Julie has picked up a cubby toy with costumes.

Derry – a meat raffle may be another idea.

Fiona will announce the raffle prize winners at the concert. Tickets may be on sale at the bar or on the night as well as pre-sale.

- Hampers are being provided by Wembley IGA which contain a cooked chicken, 6 rolls, large coleslaw and chocolate. Kath and Julie are organising on the night. These will be \$35 to purchase. 35 have been pre-ordered so far. Red and white wine will be available for pre-sale.
- Sausages for sausage sizzle have been provided by Wembley IGA. This can be ordered by pre-sale. Derry will send out a reminder.
- Bar – David Lorimer is organising. Vivi, Neil, David, Derry and Sarah have all volunteered to run the bar. Awaiting liquor licence approval. Beers will be sold at the bar. Volunteers will be rostered. The bar will be either be in the undercover area (if the concert is held in the amphitheatre) or in the hall (if the concert is held in the upper grass/undercover area). The liquor licence may need to be amended if the bar is in the undercover area as it currently covers the hall. Julie will attend to this.
- WLPS wine glass may be sold at the event as well.

Entertainment Books (Michelle Emmett)

Total Sales to date: \$1,288

The breakdown of orders is:

- Early Bird Memberships
- 49 Book Memberships
- 62 Digital Memberships
- 1 Multicity Digital Membership (NEW)

The full report is attached – if anyone is interested in analysing by year group, etc.

As mentioned before, I think it is time for me to hand over the Entertainment Membership baton to someone new. From what I understand, there will not be a book distribution next year as Entertainment moves fully online. What this means, however, is that the social marketing/comms will have to take priority if we are to maintain (or exceed) our current sales levels. As such, it would be good for my replacement to be fully linked into the broader P&C comms strategy.

Thank you to Michelle Emmett for her great work on organising this fundraising initiative. Derry will send out information for someone to take over this role. There are no books next year so whoever takes this on to deal with digital memberships.

Additional Item: Crazy Camel

Christy reported that approximately \$1,500 was raised (but we are yet to be paid this money). The funds will be sent to the P&C account along with cash orders. Next year, it may be better to start the drawings and process at the end of Term 3 given that orders will not be received until 10 December this year.

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

Nothing to report

5.7 Canteen committee report: Tanya Watkins

This year saw a few major changes on the administration side of the canteen.

A new employee which has worked well to cover sick leave and also when extra help is needed but volunteers are impossible e.g. sports day. It was another good year on the safety and hygiene front with no incidents and good reports.

We've made changes to ensure we're compliant with ATO reporting such as Superstream and One Touch Payroll. Refinement of our own bookkeeping and business processes has happened and is ongoing with ensuring our books are auditable with little fuss.

Besides our usual sausage sizzle days we also tried a sushi day this year which confirmed what we already knew with very little orders making us open up the rest of the menu for the day.

We had great success with the PP's coming for recess and will target doing it more next year. We'll also target involving more volunteers next year. Barb is due for long service early next year so this is being accounted for and ensuring we have all the information we need to process it. I don't believe she has any plans on taking it at this stage.

At the end of the year we will complete our rollover to a new accounting system and bank. Our treasurer recently retired to get back into the paid workforce so I have been completing treasurer duties and it should be easier and more flexible next year with the cloud based accounting system.

5.8 Uniform shop committee report: Kath Dawson

The year ended in a profit

5.9 Class representatives report: Derry Simpson

Thank you to all class reps from the P&C.

Derry will send a note out to explain how valuable the class rep role is and how they communicate with the class and teachers. There will be a change to roles next year. Derry hopes to maintain some consistency and clearly define the roles. This communication will be sent out to new class reps.

Lisa – there should be an opportunity for new representatives to get involved and nominate themselves for the role.

Derry – I will wait until the new year before asking parents to nominate for class rep positions.

Carolyn – how are new students communicated to class reps?

Derry – a note is given to class reps (through Derry via the school reception) with details of the new students to pass onto the class.

Thank you to Julie and Kath who gave time to speak at the recent Kindy and PP information meetings. Thank you also to Julie and Natalie Lorimer who have volunteered to speak at the Kindy and PP meetings to be held at the beginning of school in 2020.

5.10 Fathering Project: Peter Kailis

Fathering Project Dads Group Report (FOWLS) provided by PowerPoint Presentation. See attached.

Initiatives for 2020 include a speaker to talk to the Dads.

Christy - Noted that the camping event will be an annual event in the FOWLS calendar. Also, the Dad's FOWL champion for each year would be a representative (like class reps) who would be able to advertise FOWL events to the specific year group.

Derry – Speak to Sam DeVries about obtaining some caps with the FOWLS logo.

Michael – Also consider stubby holders with the FOWLS logo.

Vivi – we will need some help with the Fete next year.

FOWLS and Dads Army

Some discussion was around the interrelationship between Dad's Army and FOWLS.

Julie – some consider that Dad's Army is used for jobs around the school and FOWLS is for fathers to have fun and spend time with their kids. The interrelationship needs to be discussed further and will be clearer next year.

6. New business

Community Garden:

Michael mentioned that the Community Garden at the Leederville Sporting Club has been set up. The club has enough funding for work to commence over the holiday period (eg to set up tanks, retic and pumps) so that the space is ready to use/construct the garden. The costing for the garden structures is approx. \$3-3.5k. Michael suggested working with the Year 4 environmental group and others to construct the garden. This could include garden beds, fruit trees, compost, veggie/herb garden. Our kids would grow and attend to the garden. This would need the help of some parents over a few weekends.

Grants Role on P&C:

Sarah – is there going to be a new role on the P&C for someone who can apply for grants?
Derry will communicate this role through the class rep updates.

New Roles on P&C:

Descriptions for the new roles available on the P&C will be rolled out on a week by week basis.

Sarah – should we advertise all roles at once so that if someone is considering joining the P&C they can know what roles are available.

Julie – the idea is to describe the roles that are available on a rolling basis and then in the last communication let the school community know the roles which will be available next year.

Funding Request from Playground Committee

This will complete the whole playground and they will not have to come back and ask for extra.

Playground Update:

Fiona – Programmed has suggested that a 2nd appraisal be obtained from a builder this week to quote in the timeframe. Programmed believes that this could result in a better price than the current quote.

Stewart (from Nature Playgrounds) will not give a set date to commence & currently is delayed on another project.

It was discussed whether this option should be explored (ie a quote from the other builder recommended by Programmed) so that we could get a better deal from the builder.

Funding Request: a request of \$11,245.50 was made for the additional spend on the playground. These funds are to be borrowed from the school for the additional amount to be spent on the playground to be completed. This amount will be paid back to the school once funds are received by the P&C. The P&C will be in debt to the school until it receives this further funding.

The P&C will need to pay the school the funds for the playground as the school will be paying the invoice.

VOTING:	\$	APPROVED/ NOT-APPROVED
FLEXIBLE FURNITURE PROPOSAL	\$266	APPROVED
PLAYGROUND	\$11,245.50	APPROVED
MOVIE NIGHT – SEED FUNDING	\$893.50	APPROVED

7. Close and next meeting

Close: 9.27pm

Next Meeting: **AGM; 7:30pm Tuesday 18 February, 2020**