



West Leederville Primary School P&C Minutes
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Date: 18 February 2020

Venue: WLPS staffroom

Present: Julie Metcalf, Andrew Hall, Shannon Tassell, Christy Kailis, Karen Andrews, Vivi Constantine, Andrew Farragher, Lisa Wade, Kath Dawson, Paula Guntrip, Raj Soares, Sid Samanta, Ann Conlon, Michael McInerheney, Fiona Kelly, Kat Popp

Apologies: Derry Simpson, Sarah Williams, Ali Jensen, Peter Kailis, Tanya Watkins, Richard Moyles, Caroline Finch

Meeting opened:

1. **Acceptance of previous minutes**

Motion proposed: Julie Metcalf

Motion seconded: Christy Kailis

3. **Matters arising from previous minutes**

Flexible Furniture: The year 4s presented to the P&C at the end of 2019 requesting funds for flexible furniture for the school. They requested for \$1,284 but because of the playground commitments, money wasn't available to pay for this project. A fundraising venture has been proposed. The kids want to run a Lap-a-thon and have adults to help. More details to come. There is the potential to raise more funds than needed.

Playground: See below at Principal's Report

Mortan Bay Fig: See below at Principal's Report

WACSSO Constitution: Accepted and the new version will be emailed to the president and exec members. Andrew Farragher will attend a meeting on Thursday night at Bob Hawke College about the new constitution.

4. **Correspondence**

Scouts WA recycling container deposit scheme: The Scouts have proposed a scheme where WLPS can recycle glass bottles, aluminium cans and other recyclable materials and WLPS will receive money in return for collecting these materials. The Scouts will collect the bins and take the materials to be recycled (can be daily). It is optional whether or not WLPS pays the Scouts any monies. The material would be collected at home and parents/kids would bring the material to school and place in the bins. WLPS would then receive money for the recycling. The school will need to put bins on site.

Fiona – Raised concerns about where to locate the bins. Alternatively, the bins could be located at the bowling club in the sustainability area?

Michael – The bins would not fit in the sustainability area in the community garden and the bowling club would have their own recycling.

Kat – There may be an issue if the bins are located off-site in that we won't have as much control on what is going into the bins or if someone else takes material out of the bins.

Michael – Michael will investigate this further. It starts on 2 June.

Wine Offer: Julie wondered if WLPS would be interested in a wine offer at great prices out to the parents with a % of the sale kicking back to the WLPS P&C?

Ann – This could be a camp fundraiser?

Julie – **Julie will look into this further to find out the level of profits it could make.**

5. Standing items

5.1 Principals report: Fiona Kelly

See attached report.

Tree: 3 different arborists have reviewed the tree issue. The props are precautionary measures only. A moss will grow at the top into the posts to stabilise the posts. The posts are 2m deep into the ground. They can be used in the playground upgrade (eg netting). A third post could be used to make a tee-pee, rope for climbing etc. This is now in the playground plan.

Playground: Works were expected to commence over the summer 2019/2020, however unforeseen delays have occurred. A contractor has now been appointed (Nature Playgrounds – Stewart). The Department of Education has contributed. Equipment has been ordered. The contractor needs 3 weeks on-site (a lot will be built off-site). No set date has been given. Most things on the playground plan will be implemented (except for the music wall). The school kids could create their own music wall to replace the one proposed.

\$26k requested for mulch and retic and some painting. Will get \$15,000. Retic to be provisioned for in the playground plan. Playground painting – previously removed but these may now be able to be implemented.

Vivi – expect around \$131k for playground spend.

Voluntary Contributions: Expect 85% of parents to pay. Last year the school received 90% of the 85%. If everyone paid, we would have an additional \$12k in funds. Previously there has been incentives to pay.

Fiona – Do we want to have an incentive to pay? Eg a donated prize.

General discussion about whether it needs to be clearer on how contributions can be paid, especially for those who do not use Campion.

Kath – It would be helpful to analyse where payments are coming from eg Campion or not? Or is there a pattern?

Michael - Left over stationary can go to charity

Andrew – **Andrew will look into 2 prizes from 2 local businesses over the next 2 weeks to offer as an incentive for parents to pay.**

5.2 School board report:

Nothing to report

5.3 President's report

Nothing to report. See AGM Minutes.

5.4 Treasurer's report:

WestPac	\$129,113.79
Commenwealth	\$8,103.04
Total	\$137,216.83
Uniform Account	\$20,393.94

APPROVED ITEMS - Not debited from the account yet

Library \$10,000	\$1,837.00
Playground	\$120,000.00
Playground extra cost	\$11,246.00
YR4 - flexible furniture	\$266.00
Audit	\$1200.00
Total	\$134,549.00

2020

2020 P&C Expenses

Bank Fees	\$395.94
Insurance	\$600.00
Wacso Affiliation	\$1,049.59
Xero Subscription	\$720.00
Total	\$2,765.53

2020 Fundraising events & expected profit

Movie Night	\$3,000.00
Quiz Night	\$21,000.00
Fete 2020	\$45,000.00
Total	\$69,000.00

Other Income – expected

P&C Contribution	\$25,000.00
Crazy Camel	\$1,700.00
Entertainment Books	\$1,500.00
Wappa	\$500.00
IGA	\$500.00
Total	\$29,200

5.5 Social and Fundraising committee report

Movie Night: Saturday 7th

Update from Ali Jensen:

- The screen is booked
- The licence for screening Abominable has been obtained
- Occasional Liquor Licence has been submitted – approval expected this week

- Talisman and Mazza are both happy to supply wine, but neither can attend on the night due to other commitments
- Trybooking has been set up and tickets are on sale
- 2 copies of the DVD have been ordered
- Poster has been done and have started to put some up, some still to do
- Movie Night details have been shared in the newsletter, Skoolbag and Facebook
- Letter to neighbours has been prepared. Will do a letter drop closer to the event.

Still to do:

- Richard and David have been emailed (re Dads Army setting up the bar) but haven't heard back.
- Sponsorship – haven't started on this. Need to catch up with Sarah Williams
- Pizza truck – haven't heard back from Monsterella. Need to seek alternatives.

Finally, can you ask everyone at the P&C meeting to tell everyone to buy tickets!!! Thanks.

Julie – A bar manager is needed. Suggestions included: Dean and Robbin Mitchell, Shannon and Sally Mizen. There will be no byo alcohol (as alcohol will be available at the bar on the night), however BYO picnic (or there will be a pizza truck).

Vivi: need to advertise in the school app

FETE 2020

Date: Sunday 22nd November

Time: 10am to 2pm

Goals

- Children to be involved – each class to run a stall. Allocated a stall to each class.
- Raise \$45,000.00 for WLPS.
- Bring the school together to help run the fete and ensure that everyone feels ownership and connection to the fete, school and each other.
- Provide a fun and positive atmosphere for the whole community.

Appoint a fete committee:

- Fete organisers: Ann Conlon, Vivi Constantine & Amanda Faragher (Team AVA)
- Fete Treasurer: Vivi Constantine
- Stalls & Volunteers: Vivi Constantine
- Sponsorships & Donations: Open. To be advertised.
- Marketing & Communication: Open. To be advertised. A website and logo is being created.
- Entertainment: Sarah Williams

Subcommittees:

Set up: Dad's Army/The Fathering Project?

Electrical supplies/ Equipment hire: Vivi Constantine & Ann Conlon

First Aid: find 3-4 people

Clean up: Need a good team this year.

We have had our first Fete 2020 meeting where we looked through the last fete's notes/financials etc.

We are now working on the website and looking at rides & equipment to book.

We have contacted the electrician we used 2 years ago - hopefully he can help again.

We have made a list of stalls we would like to see at the fete and will keep adding to this as new ideas comes in.

Next step: Start promoting the fete within the school via class reps emails and schedule a fete meeting.

Vivi – the issue 2 years ago was commitment.

Julie – could 2 people from each class to volunteer to tidy up? The rubbish over the whole school is an issue.

Vivi – there will be no bar this year. Tip sheets will be provided to stall holders.

Entertainment Books (Michelle Emmett)- Need to find someone else this year

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.

Julie: We make \$1700 on this fundraising initiative so this is worthwhile. Everything is going on-line so there won't be much work.

Year 6 disco

There may be a disco happening this year.

Tentatively book a date.

Paula Guntrip to meet with Sarah to discuss fundraising, including school disco.

Crazy Camel

Christy: won't be available this year to run with this fundraising event which usually takes place in Term 4. However, recommend that this event be run in early Term 3 given that the fete is in Term 4 and also timing of deliveries which was an issue last year. We need a volunteer to take on this event. To be advertised in the class rep email. Products we ordered last year were: cards, calendars, tote bags, pillowcases and teatowels.

5.6 Grounds committee report/ Dad's Army:

Nothing to report

5.7 Canteen committee report:

- New process created for daily takings required for Audit
- Xero software in place for Payment of bills and payroll, all working well.
- Once a term will ask for parent volunteers again
- Floor mats ordered for concrete floors.
- Two special lunch days planned for this term, more details to follow
- Starting up canteen meetings again with minutes once a term for files, president or secretary to be present
- Push for PP children and their parents to be introduced to the canteen

5.8 Uniform shop committee report:

Kath Dawson thanked Shannon for taking over the role of uniform co-ordinator. It has been a very busy first couple of openings for the year. Much busier than last year. White faction shirts have been taken out of circulation and kids are encouraged to wear the new faction t-shirts.

Fiona – What has happened with tags?

Kath – At a guess, they are being put into hats. They are available for \$2 a tag on-line.

Andrew – What can we do with old uniforms?

Kath - Take old uniforms to the admin office. They will be sold for \$2, with money going to the P&C.

All 3 volunteers are staying on to help Shannon. A notice will go into the class rep email. Thank you to the volunteers that have helped Kath and the school admin who have been very helpful.

Thank you Kath for the many years of commitment.

Julie – Is there way to improve the sales of uniforms to go on-line to tap and pay?

Shannon – This will depend on the % you want to pay as commission. We could change the hand written orders and still meet the criteria of the auditors (ie invoices to be prepared and emailed to parents).

Christy to ask Jackie Chapelhow if she wants to do lost property.

5.9 Class representatives report:

We have 23 classes this year and I've got 12 reps locked in with 11 to go. This is much better than this time last year! Most class meetings are happening in week 3 so hopefully by week 4 we will be up and running. In the meantime, if anything desperately needs to go out there's all the social channels. I'm aiming to have a reps meeting at the end of week 4/ beginning of week 5 to set everyone up for the year.

Julie - If you know of anyone wanting to be a class rep, please let Derry know.

5.10 Fathering Project/FOWLS (Fathers of West Leederville): Peter Kailis

We have 2 events coming up, Flyers will start going up around the school this week

1. FOWLS information night – Thursday 5th March - from 7pm
2. FOWLS Kayak and Inflatable Fest 2020 - Sat 14 March Matilda bay 3pm-5pm.

6. New business

Lap-a-thon to fundraise for flexible furniture Yr 4 initiative but needs P&C support (see above).

VOTING:	\$	APPROVED/ NOT-APPROVED
FETE (seed money)	\$5000	APPROVED

7. Close and next meeting

Close: 8.48pm

Next Meeting: **7:30pm Tuesday 24 March, 2020**