

WEST LEEDERVILLE PRIMARY SCHOOL P&C ASSOCIATION INC. MINUTES FOR GENERAL MEETING



<http://wlpsandc.org>

Facebook: Search for "West Leederville Primary P&C"

Date:	7.30pm, Tuesday, 16 June 2020
Venue:	WLPS Staffroom
Meeting Opened:	7.31pm
Chair:	Andrew Faragher (P&C President) (AF)
Present:	Quyen Truong, Andrew Hall, Paula Guntrip (PG), Shannon Tassell (ST), Michael McInerheney (MM), Fiona Kelly, Lisa Wade, Vivi Constantine, Cath Grasso (CG), Julie Metcalf (JM), Derry Simpson (DS), Andrew Faragher, Sid Samanta, Raj Soares, Alison Jensen, Marg O'Connell, Christy Kailis (CK)
Apologies:	Kath Dawson, Sarah Williams, Ann Conlon

ITEM	ACTIONS
1. Open Meeting, Welcome, Apologies: AF	
AF opened the meeting and welcomed the P&C members, including new members.	
2. Minutes of Previous Meetings: AF	
Resolution: That the minutes of the AGM and General Meeting of West Leederville Primary School P&C Association Inc. held on 18 February 2020 and the minutes of the Executive Committee Meeting of West Leederville Primary School P&C Association Inc. held on 24 March 2020 be taken as read and confirmed as a true and accurate record. <i>Moved:</i> Julie Metcalf, <i>Seconded:</i> Derry Simpson.	Carried
3. Disclosure of Interests: AF	
No member had any relevant material personal interest in any matter before the meeting.	
4. Matters Arising from Previous Minutes: AF	
(a) Recycling bins (Scouts): Michael Mc. School enrolled in program. Teachers and students from Year 5 Recycling will take up oversight as part of the school's Sustainability Program. The program will now start in October 2020 (due to COVID-19). No costs involved. Cans, bottles recycling at 10c per bottle (consider an amount going to the Scouts?). Money received will go into the Sustainability Project. Nothing needed from the P&C.	
(b) Entertainment Book Co-ordinator: No responses from advertising. Need volunteer to take over this role (raises approx.\$1,700/year). All online – no books. Question if there will be much update due to reluctance to use the discounts for struggling businesses? Some businesses may see it as a positive way to get customers in the door. Quyen volunteered for this role. Thank you Quyen.	CK to provide Quyen's details to Michelle Emmett for handover
(c) Crazy Camel Co-ordinator: No responses from advertising. Need volunteer to take over this role (raises approx.\$1,700/year). Advertise in class rep email. Christy Kailis is happy to give background/history. About 8 hours of work involved.	CK to provide details of role to DS to advertise
(d) Lost Property Co-ordinator: No responses from advertising. Need volunteer to take over this role. To be advertised again in the class rep email.	ST to provide details of role to DS to advertise
(e) Flexible Furniture/Lap-a-thon: JM Funding request received for \$100 for Lap-a-thon prizes (see attached request). Lap-a-thon is proposed for Years 3-6 to raise money for flexible furniture. Discuss where these funds will go to if raise more than the amount required for furniture. Funds to purchase flexible furniture for Years 4-6 – prioritise class 9 and 10 and then other classes. Resolution: That the funding request of \$100 for prizes for the Lap-a-thon to be held on 25 June 2020 is approved.	Funding Request Approved – Vote Carried (Unanimous)
(f) Canteen Treasurer: Position filled by Catherine Grasso. Thankyou Cath.	

**WEST LEEDERVILLE PRIMARY SCHOOL P&C ASSOCIATION INC.
MINUTES FOR GENERAL MEETING**



ITEM	ACTIONS
(g) Communications Officer: Volunteer needed as Jo Walker will be handing over the role. Position to be advertised in class rep email. Updates to Website as well. Social Media Policy to abide by.	Role to be advertised by DS
5. Correspondence: JM	
(a) Correspondence In: <ul style="list-style-type: none"> • WACSSO Virtual Conference: 15 August 2020. 1 attendee for free (AF to attend). • WACSSO affiliation invoice (paid) – public liability insurance • P&C Insurance (paid) – uniform stock, canteen 	
(b) Correspondence Out: <ul style="list-style-type: none"> • Notification of Office Bearers and annual financial statement to WACSSO (online) • Notification of Office Bearers to Fiona Kelly • Westpac – addition of ST, CG, AF and CK as signatories to bank accounts • Closure of Commonwealth Bank accounts – now only at Westpac 	
6. Reports	
(a) Principal's Report: Fiona Kelly <p><i>COVID-19 feedback:</i> survey questions to be put to the school community on thoughts over the last few months.</p> <p><i>Playground:</i> aiming to finish by end of Term 2.</p> <p><i>Toilets & Heritage shed:</i> continuing to be renovated. Tender for shed due in 10 days. Recycling material where possible. Harmony garden to be recreated – donations from the Baker family – with many thanks. Aiming to double the amount of bike racks outside the shed (custom made to enable more bikes to fit).</p> <p>Thankyou Fiona for the updates in the newsletter. Noticed an increase in Graffiti.</p> <p><i>PBS (Positive Behaviour School):</i> Behaviour management program. Rachel and Mitch are leading the process. Parents and school staff will develop behaviour expectations. Hoping the P&C will support this program. Schools with PBS e.g. reward systems, use of language, posters – sets expectations.</p> <p><i>Psychologist (helps 12-15 children) and Chaplain (helps 56 kids):</i> challenge for Lisa (as learning support coordinator) – in high demand and hugely valuable for children. P&C provides support for the Chaplain (Coralie). In the future the P&C may be able to support Coralie more?</p> <p><i>Resources:</i> budget usually expect 85% voluntary contributions. 70% to date. Aware of current circumstances.</p>	
(b) Board Report: Derry Simpson <p>As above</p>	
(c) President's Report: Andrew Faragher <p>Difficult beginning to the year. Thank you to Julie for the extensive hand-over.</p> <p>Decision not to proceed with the Job Keeper allowance given the moral and ethical obligation (only 1-2 weeks of revenue missed).</p> <p>Canteen accounts – sorted with Julie and Cath</p> <p>New equipment needed – see Canteen Report</p> <p>Playground – great to see the progress.</p> <p>Encourage younger children's parents to join the P&C and show what we can achieve. A ceremony for the opening of playground. \$120,000 raised and show what it is put towards. Class rep emails.</p> <p>P&C talking to parents? Opportunity for kindy kids to come and play on the playground? Social event for the class.</p>	
(d) Treasurer's Report: Vivi Constantine <p>\$139,750.28 in P&C account.</p>	

**WEST LEEDERVILLE PRIMARY SCHOOL P&C ASSOCIATION INC.
MINUTES FOR GENERAL MEETING**



ITEM	ACTIONS												
<p>\$20,242.61 in Uniform account.</p> <p>We have approved items for \$111,116.00</p> <p>APPROVED ITEMS - Not debited from the account yet</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Library \$10,000</td> <td style="text-align: right;">\$17</td> </tr> <tr> <td>Playground</td> <td style="text-align: right;">\$98,584</td> </tr> <tr> <td>Playground extra cost</td> <td style="text-align: right;">\$11,246</td> </tr> <tr> <td>YR4 - flexible furniture</td> <td style="text-align: right;">\$70</td> </tr> <tr> <td>Audit</td> <td style="text-align: right;">\$1,200</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$111,116</td> </tr> </table>	Library \$10,000	\$17	Playground	\$98,584	Playground extra cost	\$11,246	YR4 - flexible furniture	\$70	Audit	\$1,200	Total	\$111,116	
Library \$10,000	\$17												
Playground	\$98,584												
Playground extra cost	\$11,246												
YR4 - flexible furniture	\$70												
Audit	\$1,200												
Total	\$111,116												
<p>(e) Social and Fundraising Report: Paula Guntrip</p> <ul style="list-style-type: none"> • Free online Quiz Night – Saturday, 20 June. Andrew Hall and Quyen to discuss Zoom account with Sid. 7 teams signed up so far. Until 8.30pm. Min 6 rounds. Advertising? • Other ideas: selling raffle tickets to kids with exclusive play for party, school picnic; disco Bingo (Bob Hawke – end of 2020); Besk have offered function area – up to 60; Games Day/Talent Show; Canteen Days • 22 November 2020 school event (instead of fete). Waiting on numbers allowed to gather. Include choir / ensemble – things that were missed during lockdown? • Playground opening – Artshow? Pizza truck and bar (depending on policy). • Book week/Open Night/Book Fair – moved to mid-October. Opportunity for P&C. End of the week event? • End of year concert – singing/short item for each class. Choir? • Balance between too many events and fundraising. Need to brainstorm ideas and what is reasonable to fit into the year. 													
<p>(f) Canteen Committee Report: Julie Metcalf/Cath Grasso</p> <ul style="list-style-type: none"> • COVID-19 affected Term 1 revenue (loss). Revenue is down 26% this Term. Qualified for \$10k stimulus from the ATO - PAYG submission to cover any losses this year. Currently \$24,000 in the bank. • Menu changes next term. Marketing needed. Not many orders from pre-primary: bring classes up to canteen. Traffic light system explained. • On-line ordering only – including recess. Planning has been great. • Single touch payroll compliant now. • Fixed oven (no raised legs). \$1,200 - \$1,500 per oven. Rest of money to allow for installation by an electrician. The canteen can afford the ovens. It will not be coming out of the P&C's money. Remains as a commercial kitchen. No compliance issues for installation and removal of ovens. Try and sell the original oven. • Funding request of \$3,000 for 2 upright ovens with gas cooktop (using funds in the canteen account). • Oven door to be repaired on exiting oven. • Special sausage sizzle day on the last day of Term 2. <p>Resolution: That the funding request of \$3,000 for 2 upright ovens with gas cooktop is approved.</p>	<p>Funding Request Approved – Vote Carried (Unanimous)</p>												
<p>(g) Uniform Committee Report: Shannon Tassell</p> <ul style="list-style-type: none"> • Sales of \$700 orders/week • Open Days: suggest reducing open days to 1/Term because the small number of volunteers and difficulties in entering the hall/set up. Volunteers help parents with sizing if unsure – usually pre-primary. Proposed open day first week of Term. • Cash Payments: only few people pay with cash. Can use direct debit. Can legally say no cash – as long as the customer knows this before purchasing. Added job to bank the cash. Also, transparency point of view. Still have 2nd hand clothing coin collection. Propose to make aware of changes on email. • Resolution: That the open days for the uniform shop are reduced to once per term and the uniform shop moves to a cashless system. 	<p>Carried</p>												

**WEST LEEDERVILLE PRIMARY SCHOOL P&C ASSOCIATION INC.
MINUTES FOR GENERAL MEETING**



ITEM	ACTIONS
<p>(h) Class Rep Report: Derry Simpson</p> <p>We have a great group of class reps and everyone has been great at keeping the class up-to-date.</p>	
<p>(i) FOWLS/The Fathering Project Report: Peter Kailis</p> <ul style="list-style-type: none"> • 2020 Launch/Information Night: 5 March 2020 <ul style="list-style-type: none"> ○ Well attended, approx.40 Dads in attendance. Plenty of new dads. ○ Presentation included a rep from The Fathering Project & Richard Moyle • Kayaking Event: 14 March 2020 <ul style="list-style-type: none"> ○ Even with the threat of rain, approx. 70 Dads & kids in attendance. ○ Last event before suspending all activities due to COVID-19 • Launch of "The Fathering Channel" – a new virtual community with resources (podcasts, videos and weekly webinars) - communicated to all Dads. • AFL Footy Tipping Comp – for FOWLS Dads & kids. • No activities planned for Term 2. Plan to re-commence in Term 3. 	
<p>(j) Grounds Committee/Dad's Army Report: N/A</p>	
<p>7. New Business</p>	
<p>(a) Lunch for Teachers: AF</p> <ul style="list-style-type: none"> • Idea raised by some parents – lunch for the teachers to say thank you for their efforts during the on-line learning phase. Fundraising? Donations? Talk through with Fiona, Michael and Lisa on how this will happen. Bring a plate? Wednesdays most staff are around. 	
<p>(b) School Community: AF</p> <ul style="list-style-type: none"> • How can the P&C help the school community? And the community in general (e.g. book drive, clothes swap, arts & crafts). • Ideas to increase P&C uptake with junior year groups (e.g. using networks, available on certain days outside classrooms etc). • Community garden: will need some help with garden beds and people to help. 	<p>AF to contact Dad's Army for help with community garden</p>
<p>(c) Uniforms – Faction Shirt: ST</p> <ul style="list-style-type: none"> • Proposed change to the producer of faction shirt in the long term. Delays experienced with the current supplier (Neil Gray). Permapleat (WA business) have a near identical product. Cotton backing – more absorbent & decreases odour. 3-week turnaround. Slightly cheaper. Note any uniform change must be approved by the Board. • Currently working with 4 suppliers: if someone takes this over this role in future, need to reduce amount of suppliers. • Now have 1 year of stock and for when new kids join in February 2021. 	
<p>(d) Class Social Events: AJ</p> <ul style="list-style-type: none"> • Given the easing of restrictions, some year groups are proposing to re-commence social year group catch ups. Does this need sign off by the school and/or P&C? • Ensure follow current government policies. 	<p>DS to send out in class rep email</p>
<p>(e) PP Artwork: AF</p> <ul style="list-style-type: none"> • Hanging of PP artwork on walls outside their classrooms. Need volunteers and wall fixings. • Dad's Army list to be reinvigorated 	<p>AF to contact Richard Moyle re: Dad's Army. DS to include call out for Dad's Army in class rep email.</p>
<p>(f) Communications: CK</p> <ul style="list-style-type: none"> • Jo Walker (Communications) did not receive any pictures from class reps during the on-line schooling period however, note that as per school policy, no identifiable pictures of the children can be posted without parental consent. 	
<p>(g) Kiss and Drive: AF/JM</p> <ul style="list-style-type: none"> • Local neighbourhood has contacted the school and are not happy. • Ranger has been at the school to investigate. 	<p>DS to advertise for a Kiss'n'Drive</p>

**WEST LEEDERVILLE PRIMARY SCHOOL P&C ASSOCIATION INC.
MINUTES FOR GENERAL MEETING**



ITEM	ACTIONS
<ul style="list-style-type: none"> • School teachers' jobs are not to make parents' behave on the streets. • Need a "Kiss n Drive" volunteer. 	volunteer in class rep email
(h) Zoom: <ul style="list-style-type: none"> • Consider providing zoom details for P&C meetings if some parents aren't available. 	
8. Next Meeting and Close	
(a) Next P&C General Meeting: 7.30pm, Tuesday 4 August 2020, WLPS staffroom	
(b) Close of meeting: The meeting closed at 9.14 pm	

Signed by:



 Chairperson/President

Date:

4/8/20
