

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



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<b>Date:</b>	7.30pm, Tuesday, 1 December 2020
<b>Venue:</b>	WLPS Staffroom
<b>Meeting Opened:</b>	7:38pm
<b>Chair:</b>	Julie Metcalf (P&C Vice President) (JM)
<b>Present:</b>	Julie Metcalf, Ann Conlon, Vivi Constantine (VC), Lisa Wade, Michael McInerheney, Kath Dawson, Christy Kailis, Shannon Tassell, Derry Simpson (DS) (by phone), Sarra Hayes (by phone), Claire Linton, Andrew Hall, Mim Hawgood, Rachael Swinhoe, Janelle Marr, Carolyn Finch, Andrew Faragher (by phone)
<b>Apologies:</b>	Sid Samanta, Ali Jensen, Elsa Durward, Fiona Kelly, Paula Guntrip

ITEM	ACTIONS
<b>1. Open Meeting, Welcome, Apologies: JM</b>	
<ul style="list-style-type: none"> <li>Apologies – Fiona Kelly, Ali Jensen, Elsa Durward, Sid Samanta, Paula Guntrip</li> </ul>	
<b>2. Minutes of Previous Meetings: JM</b>	
<b>Resolutions:</b> That the minutes of the General Meeting of West Leederville Primary School P&C Association Inc. held on 3 November 2020 be taken as read and confirmed as a true and accurate record. <i>Moved:</i> Lisa Wade <i>Seconded:</i> Vivi Constantine	<b>Carried</b>
<b>3. Disclosure of Interests: JM</b>	
No member had any relevant material personal interest in any matter before the meeting. Mim Hawgood and Rachael Swinhoe declared that they are teachers at the school.	
<b>4. Matters Arising from Previous Minutes: JM</b>	
(a) <b>Kiss'n'Drive:</b> Plan is to ask for volunteers from each class through the class rep emails early in 2021. How will this work in practice? Will the class rep be responsible if no one volunteers? Over a year, a class would need to volunteer twice (for a week). Should we increase communications to parents? P&C to revisit in early 2021. There may be an opportunity under PBS? The kids could make a video for kids & parents to learn/as a reminder on what to do/not to do for kiss'n'drive. Everyone working together.  Noted that PP don't generally do kiss'n'drive.	<b>Table for an agenda item for the first P&amp;C meeting in 2021</b>
(b) <b>Sponsorship Policy:</b> the school/P&C has a Sponsorship Policy (attached). At a P&C event where advertising is used in the form of sponsorship then that sponsorship needs to be approved at a P&C/Exec meeting and also a sponsorship agreement needs to be entered. Sponsors names cannot be published in school communications (eg school newsletters etc). However, gifts can be made without a sponsorship agreement (eg donation of sausages for a sausage sizzle).  It was noted that the agreement is only required when signage, acknowledgement of the company is required. P&C used to use a form for Fetes etc.	<b>DS to check for sponsorship template. CK to prepare draft template.</b>
(c) <b>Funding &amp; Deposits of Funds:</b> reminder of attached policy on handling of funds from fundraising events and requests for funding and fundraising proposals.  <b>Resolution:</b> That the Constitution of the P&C be amended to include a requirement that two quotes are provided for any funding request, unless otherwise approved by the Executive Committee.	<b>Carried</b>
(d) <b>Communications with Teachers:</b> P&C keen to keep communications open with teachers. At the beginning of each year, communicate who the P&C members are. Invite to all P&C events to encourage collaborative culture.	
(e) <b>Sustainability Meeting:</b> Meeting with other schools on sustainability. WLPS is ahead of the curve. A lot of	<b>DS to ask</b>

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<p>schools have not started these projects. Waste wise/water wise to be started. Sustainability committee is asking teachers to report back on class activities from 2020. In 2021, Michael can report back to the P&amp;C. He also sees other schools. Community garden – not inside our school so makes it difficult. Community input in addition to the school. Open to the community. New gate on Holyrood Park end. DS to ask parents about the community gardens in the class rep email.</p>	<p><b>parents to care for the community gardens in class rep email.</b></p>
<p>(f) <b>Floreat Lions:</b> Funding has been allocated for 2020. Contact again in early 2021.</p>	<p><b>CK to contact in 2021.</b></p>
<b>5. Correspondence: CK</b>	
<p><b>(a) Correspondence In:</b></p> <ul style="list-style-type: none"> <li>• 2020 P&amp;C Contributions Survey – due by 6 December 2020. WACSSO seeking information on contributions P&amp;Cs have made to the school communities throughout 2020</li> <li>• WACSSO Annual Conference: link to some seminars: <a href="https://www.youtube.com/playlist?list=PLyk0ZrVaP5Cwqu-twn-G86Go6VzdPQlwa&amp;fbclid=IwAR0EOEQLZTj8hL9vGOqqqrY4ArLrQg0zUU-ArQ1qmx5uqKFZEFZKHQ2zNI">https://www.youtube.com/playlist?list=PLyk0ZrVaP5Cwqu-twn-G86Go6VzdPQlwa&amp;fbclid=IwAR0EOEQLZTj8hL9vGOqqqrY4ArLrQg0zUU-ArQ1qmx5uqKFZEFZKHQ2zNI</a></li> </ul>	<p><b>CK to complete survey</b></p>
<p><b>(b) Correspondence Out:</b></p>	
<b>6. Reports</b>	
<p><b>(a) Principal's Report: Michael Mc on behalf of Fiona Kelly</b></p> <ul style="list-style-type: none"> <li>• See attached report</li> <li>• Coralie is moving to Shenton College so in the process of recruiting.</li> <li>• Year meetings – good number of parents. Feedback – no questions on the parking lot. A lot of takeaways – teachers will feed back to parents. Thank you to Derry, Andrew and Shannon in talking to incoming parents in PP/Kindy.</li> <li>• TDS school – Michelle Moyes with others. Funding and work with staff in other schools.</li> <li>• Voluntary Contributions - Kindy – 90% of 85%</li> <li>• Business plan is with the board and will be sent to parents shortly</li> <li>• Funding wish list – to be given in Term 1 2021. As a look into what is proposed:             <ul style="list-style-type: none"> <li>○ Bounce back (\$2,000) – over 18 months; to use books as examples with classes</li> <li>○ PBS (\$2,700) – for costumes, posters, tokens, puppets</li> <li>○ Aboriginal culture (\$3,000) – signage, smoking ceremony, buy rights for music, posters for classrooms</li> <li>○ English (\$850 x 3) - kits – our land, our story resource kit</li> <li>○ Tech – for example it costs \$800 for Year 4/5 for Grok learning subscription – specific for this year. Digital Tech contributions are \$12,000 across the school. At the moment \$25k for subscriptions in the school. Examined each year.</li> <li>○ Maths – exhausted budget each year (was \$3,000 this year) with teachers reporting increased budget</li> <li>○ Sustainability (\$500) - for garden etc</li> <li>○ Kindy playground – to be re-checked on compliance. Natural playground was passed by Kid Safe</li> <li>○ Portable microphone PA system</li> <li>○ Science – have a grant</li> </ul> </li> <li>• Total of \$18k – 20k, except for the big playground and kindy playground mulch.</li> <li>• The above sets out the curriculum support for parents. Maintenance – what are up for.</li> </ul>	

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<ul style="list-style-type: none"> <li>Library – (part of English budget) – fundraiser from Fun Festival. P&amp;C has fronted the school with \$x and has told the school they can spend it. Vivi has given Janelle the \$ and Janelle will Vivi receipts.</li> <li>Funding Model – P&amp;C front money and school will buy the items.</li> <li>Fiona has accepted a position to be seconded with the Department of Institute for 12 months with the possibility of a further 12-month extension. Process for choosing replacement – regional office, board chair, Fiona (as Principal) – selection process which is open to anyone (including external parties). For 12 months positions need to open up the process to everyone.</li> </ul>	
<p><b>(b) President's Report: Julie Metcalf (on behalf of Andrew Faragher)</b></p> <ul style="list-style-type: none"> <li>Fun Festival – thank you to all of you who ran stalls, counted money, cleaned up. Raised far more than we thought. Raised \$8,435. The kids loved it. The money will be put towards the library. Robyn to decide the books. Pack up crew for next time.</li> <li>Fundraising ideas for next year – to include kids. Colour run? Sponsorship online. West Leedy on Wheels? Confirm with Paula Guntrip. Derry will need help in late in March 2021 for the parent event.</li> </ul>	
<p><b>(c) Treasurer's Report: Vivi Constantine</b></p> <ul style="list-style-type: none"> <li>See attached report</li> </ul> <p><b>Accounts:</b></p> <p>P&amp;C: \$55,823.15</p> <p>Uniform: \$12,682.91</p> <p>No approved items. Funds from Fun Festival was allocated to the library (\$8,400).</p> <ul style="list-style-type: none"> <li>\$20,000 beginning of next year in P&amp;C contributions.</li> <li>Uniforms low because a lot of PPs – a lot of size 6 uniforms. This will increase. Order in big lots may be an issue. A lot of stock. Shannon may open up the shop as lots of questions on sizes. \$1,500 worth of orders.</li> <li>Limits on bank allowance at banks? ST has a \$4k limit. JM to work out bank approvals.</li> </ul>	<p><b>JM to work out bank approvals up to \$10k for Shannon (completed for \$8k)</b></p>
<p><b>(d) Social and Fundraising Report: Christy Kailis for Paula Guntrip</b></p> <ul style="list-style-type: none"> <li>Sunday, 22 November – Fun Festival. Fantastic effort by everyone, especially from Ann, Vivi, Sarah and Derry in organising the festival and raising \$8.5k for the school.</li> <li>Thursday, 10 December: End of Year School Concert</li> <li>2021: Comedy for a Cause – June 2021</li> <li>Quiz Night – later in 2021</li> <li>Christmas Carols Concert – next year</li> </ul>	
<p><b>(e) Canteen Committee Report: Julie Metcalf</b></p> <ul style="list-style-type: none"> <li>Revenue: down 4.5% this year so far due to COVID. We have made up some of the decrease in revenue in strong Term 3 and 4 sales but we may only just catch up with last year by the end of the year.</li> <li>Costs of sales are up 3% despite revenue being down overall (you would expect this to move in line with revenue when your margins are consistent). Some of this could be due to unexpected wastage at the time of the COVID closure. This is not something to be alarmed about but we should keep an eye on this for next year. The sushi will also have an effect on margins as the cost is higher than for other meals.</li> <li>Other revenue: received \$20,000 from ATO in COVID-19 relief payments this year.</li> <li>Operating expenses: down 8% which is positive.</li> <li>Overall we have a profit of \$21,557 so far, which without the COVID relief, would still be a profit of \$1,557. This is a good result considering the impact of COVID on the end of term 1 and beginning of term 2 sales.</li> <li>Sushi is selling really well.</li> <li>Sustainability: canteen is very sustainable. Use of paper bags, bamboo spoons, only plastic cups (recyclable), only wastage is foil dishes for pasta and nachos.</li> <li>Cath Grasso has been amazing this year with her help on the spreadsheet.</li> </ul>	
<p><b>(f) Uniform Committee Report: Shannon Tassell</b></p>	

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<p>Discussions at the last Executive meeting about some uniforms not being worn. Main issue was trousers. Tracksuit pants were straight legs – now tapered. Size 4,6 and 8 is ok but no one is purchasing bigger sizes. 1 pair of girls bootleg pants sold. Boys cargo pants – choose between trackpants or cargo pants. Spreadsheets of actual purchases in the last 3 years provided. Looking at more space in cupboards. Elastic may be gone in some older stock. Suggested – phase out cargo pants and girls bootleg and stay with track pants.</p> <p>Proposal:</p> <ol style="list-style-type: none"> <li>1. Remove cargo pants and bootleg pants and keep track pants. Tapered leg now. <b>[P&amp;C agreed that the cargo and boot leg pants can be removed and keep track pants]</b></li> <li>2. Consider need for long sleeve polo. Min of 50 to be purchased each time. Not cheap. Spartan offer – like to make polo shirt. Long and short sleeve will be classified in the same order. Cultural issue with long sleeves – no purchasers have this requirement. Spartan – keep long sleeve and buy 5 of a size. A whole cupboard of shirts. <b>[To be considered further]</b></li> <li>3. Consider removing large slouch hats. Do we need 2 types of hats, could we go with adjustable single sided bucket hat for kindy in smaller sizes and then the reversible bucket for PP and up? At kindy meeting the bucket hat with the toggle was being pushed as the preferred hat. Looks more uniform. There is also an adjustable surf hat with a toggle with the extended brim that meets the SunSmart requirements. Keep both as an option? Space – slouch hats take up the space, teachers not telling them to buy certain hats. Softer hats. Wider brims.</li> </ol> <p>Spartan – plain navy blue hat, same as the bucket hat. Issue with kindy is they don't know their faction yet. Cheaper than slough hat. 6cm brim or 8cm brim with toggle at the back. Large slouch hat – hardly get used. XS and S. Streamlined. They can wear their own bucket hat if they wish to. Sun smart. Replaces the slouch hat. Standardised with school uniform.</p> <p><b>[P&amp;C agreed that we can have the surf hat and also keep the faction hat]</b></p> <ul style="list-style-type: none"> <li>• Change of cut off time for online orders to 9pm on the Wednesday evening rather than 7.30am on Thursday morning.</li> <li>• Suggestion to sell second hand uniform at P&amp;C events if P&amp;C table set up. Would be better if we had a couple of collapsible clothes racks.</li> </ul>	
<p><b>(g) Class Rep Report: Derry Simpson</b></p> <ul style="list-style-type: none"> <li>• Class Rep wind up not happening this year. Delay until February 2021. Next year meet and greet with new reps.</li> <li>• Class teacher presents being organised. Reminder that class reps can't ask for specific amounts to be contributed – it is whatever people want to give.</li> <li>• Uniform opening – Thursday 8.35am in the hall – into next class rep email</li> <li>• Community garden help – into next class rep email</li> <li>• Sushi at canteen – into next class rep email</li> </ul>	<p><b>DS to include uniform opening, sushi and help on community garden in class rep email</b></p>
<p><b>(h) FOWLS/The Fathering Project Report: Update from Peter Kailis</b></p> <ul style="list-style-type: none"> <li>• FOWLS Presentation to kindy/PP – presentation provide to Andrew Faragher. Some new Dads already signed up to the mailing list.</li> <li>• Fun Festival – FOWLS ran the paper planes stall at the Fun Festival. Very popular. Approx.. 90 participants (mostly kids) entered throughout the afternoon. Great to see Dads getting involved.</li> <li>• FOWLS footy Dads and kids Christmas wind up at Leederville Sporting club on Thursday 3 December</li> <li>• FOWLS Dads Christmas drinks – later in December.</li> <li>• End of year activity report to be provided</li> </ul>	
<p><b>(i) Parent's Army Report: Andrew Faragher</b></p>	
<p><b>7. New Business</b></p>	

