

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



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Date:	7.30pm, Tuesday, 8 September 2020
Venue:	WLPS Staffroom
Meeting Opened:	7:45pm
Chair:	Andrew Faragher (P&C President) (AF)
Present:	Andrew Hall, Paula Guntrip, Shannon Tassell, Michael McInerhoney, Fiona Kelly (FK), Vivi Constantine (VC), Julie Metcalf (JM), Derry Simpson (DS), Andrew Faragher, Christy Kailis (CK), Elsa Durward (ED), Claire Linton, Quyen Truong (QT), Kat Popp
Apologies:	Ali Jensen, Carolyn Finch, Lisa Wade, Kath Dawson, Marg O'Connell, Raj Soares

ITEM	ACTIONS
1. Open Meeting, Welcome, Apologies: AF	
• Apologies	
2. Minutes of Previous Meetings: AF	
Resolution: That the minutes of the General Meeting of West Leederville Primary School P&C Association Inc. held on 4 August 2020 be taken as read and confirmed as a true and accurate record. <i>Moved:</i> Derry Simpson <i>Seconded:</i> Claire Linton	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) Flexible Furniture/Lap-a-thon: Success of lap-a-thon to be advertised in the next school newsletter, once pictures of new flexible furniture are taken.	CK to follow up with FK
(b) Entertainment Book Update: (QT) Update on freeze on discounts – let Quyen know of any businesses who are putting a freeze. Update as of August: 2 further memberships sold. \$536 raised to date. Likely not to be many more sales. Working with school to give out a 6-week free trial electronically. Also working with 2 local real estate agents to bulk buy 10-20 in one go (to give away with house sales). Will be advertising through the P&C Facebook page with Elsa Durward.	
(c) Lunch for Teachers: the teachers loved the lunch and really appreciated the effort by the P&C on behalf of the school community.	
(d) Raising interest in P&C: Playground opening – P&C table. Not that many people came up to talk about P&C issues. Any other ideas? AF will talk to the kindy and PP kids – suggested more likely to have an outcome by speaking to parents rather than kids. The 3 kindy classes are catching up at the bowls club on Sunday, 2.30pm. This will be a change for Andrew to speak to the kindy parents. Also, there will be a chance for Andrew to speak to kindy and PP in Term 4.	
(e) Hanging of PP Artwork: AF to put an announcement in the class reps email asking for volunteers to hang PP artwork. Date for hanging is potentially 17 October, once a Parents' Army is set up. The school would like these hung up preferably before open night (21 October).	AF to seek volunteers
(f) Parent's Army: AF to send an email out to seek volunteers/reinvigorate the army.	AF to seek volunteers
(g) Instagram: Elsa Durward has discussed opening an Instagram account for the WLPS P&C with Andrew and Julie. The name will be westleedervilleps_pandc. It will be used for advertising events, notifying parents what is going on in the school, thank you to sponsors and photos after events. How does this differ from the FaceBook account? It will be complementary to the FaceBook account as you can link Instagram and FB posts. DS reminded us that photos of kids cannot be uploaded. Resolution: That Elsa Durward set up an Instagram account for the WLPS P&C.	Carried

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(h) Kiss'n'Drive: Increase communication with parents, signs, including safe parking information in class rep emails. AF to speak to Fiona, then get a volunteer? Flyers onto cars (bullet points on expectations). Communicate with kids?	AF to consider next steps for Kiss'n'Drive with FK
5. Correspondence: CK	
(a) Correspondence In: <ul style="list-style-type: none"> WACSCA (WA School Canteen Association) AGM: Thursday, 10 September 5-7pm 	
(b) Correspondence Out:	
6. Reports	
(a) Principal's Report: Fiona Kelly <ul style="list-style-type: none"> See attached report. WLPS is becoming a "Positive Behaviour School" – project working on in the school. Involves language used throughout school (e.g. in merit awards). Matrix to be used for schools and families. Playground Opening – great night for everyone. The accident has been discussed with the board. The lids in the playground are now bolted shut and the playground company have proposed some solutions but the school is not happy with these at the moment. A few other issues were identified by the school which have been fixed (e.g. hammocks). The service of alcohol was raised by a couple of parents – i.e. whether alcohol was required at this event. Usually at school events (e.g. open nights and end of year concert – there is no alcohol) but at P&C events – it is discussed at the P&C and decided upon. The board is happy with this process as long as there is a balance, i.e. no bar at every event and find ways to celebrate kids and family. Work out on a case by case basis whether bar is needed. First Aid kit at P&C events – there is a medical room at the school. AF reported that WACSSO said the P&C should not take on the responsibility of having a first aid kit at events as the P&C may be seen to be taking on accountability for injury. The school processes will override this if any injury occurs on school grounds. If there is a P&C event at the school there has to be a member of staff. The P&C never have duty of care of kids at any P&C event – this is left to the parents who are supervising their children. FOWLS walk to school – very long queues but great to see so many people. Disco Bingo – the staff will likely have 2 tables. 	
(b) Board Report: Derry Simpson <ul style="list-style-type: none"> Shannon came to the Board to discuss uniforms. The issue is to be discussed at the next Executive meeting: that is, how to make the uniform co-ordinator role more sustainable, how to help the organisation of the uniform shop easier. Explore options to decrease the number of suppliers to make ordering easier. The discussion at Board enable the Board to understand the challenges of volunteers. Conversation about whether the P&C would like this as a paid role (like the Canteen)? A change of supplier can be changed at the P&C/Exec level and does not need board approval. However, a change to the uniform requires Board approval. Costings to be considered first. 	Executive to consider uniform options at Executive Meeting
(c) President's Report: Andrew Faragher <ul style="list-style-type: none"> Service of alcohol at events – concerns raised by a few parents were resolved by a conversation with Andrew (see above). Communications with parents may be required. Clarified that the P&C are able to sell soft drink and water at events (even though soft drinks are not a healthy option and not allowed to be sold by the canteen, P&C are not subject to the same rules). Joint communication from Andrew and the school to send to parents. Funding requests: required 7-10 days before a meeting with as much detail as possible in the funding request. 	AF to consider communication to parents regarding process to decide whether alcohol is sold at P&C events
(d) Treasurer's Report: Vivi Constantine	

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MINUTES FOR GENERAL MEETING**



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<p>See attached P&L Report for August 2020</p> <p>Accounts:</p> <p>P&C: \$43,030.18</p> <p>Uniform: \$25,778.17</p> <p>Playground:</p> <p>The P&C had approved \$131,246 for this project. The playground is now all done.</p> <p>Total cost \$116,558.90. As the Treasurer, I would like to present a motion asking for the remaining funds \$14,687 to be moved out of the approved items list.</p> <p>Approved Items:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Playground</td> <td style="text-align: right;">3,441</td> </tr> <tr> <td>Playground extra cost</td> <td style="text-align: right;">11,246</td> </tr> <tr> <td>Fun Festival Seed money</td> <td style="text-align: right;">1,000</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">15,687</td> </tr> </table> <p>Resolution: That the remaining funds of \$14,687 be moved out of the approved items list and into the general P&C account.</p> <ul style="list-style-type: none"> • Funds raised at the FOWLS sausage sizzle was \$1,370 (great job). And \$1,800 from the playground opening. 	Playground	3,441	Playground extra cost	11,246	Fun Festival Seed money	1,000	Total	15,687	Carried
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<p>(e) Social and Fundraising Report: Paula Guntrip</p> <ul style="list-style-type: none"> • Friday, 21 August – Playground Opening Event. \$1,800 raised. Thanks so much to Ali Jensen and Paula and the many other volunteers for helping with the Playground Opening afternoon. It was a great success • Friday, 18 September - Disco Bingo at Bob Hawke College. 70s and 80s theme. MC has been found – Sharon Greenock – thank you! So far, sold 5 tables, 10 left. Pizzas to be ordered. Raffle tickets, 1-3rd prizes, games, bar. Still need people to help on the bar. Robyn and Dean will be helping. A bar manager is always needed on the bar. Sally and Shannon Mizen are on a table already. Derry volunteered to help on the bar for a shift. Andrew will also do his RSA and help. Claire will also do an RSA and help on the bar. • 18 October – potential date for Year 6 Disco. Kat Popp to let Janelle know about the date and any changes. Implications of numbers in the hall given distancing rules. 3 sessions of 300. Shorter time for PP and Kindy and have each separately. Date could be pushed back if concerned about restrictions, but the money is for the camp. Part of the event is for a school community event as well. • Sunday, 22 November – Fun Festival 	Kat Popp to keep Janelle updated on date								
<p>(f) Canteen Committee Report: Julie Metcalf</p> <ul style="list-style-type: none"> • Successful canteen lunch for the faction carnival this year. Everyone received lunches. Only left-overs was fruit – taken back to the canteen. • Thank you to the canteen ladies for all the organisation into the lunches. Slight reduction in number of lunches: 130 lunches (previously 220 lunches). 									

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<p>(g) Uniform Committee Report: Shannon Tassell</p> <ul style="list-style-type: none"> • Waiting on faction shirts from suppliers 	
<p>(h) Class Rep Report: Derry Simpson</p> <ul style="list-style-type: none"> • Class rep email update to include: request for help through Parent's Army, Disco Bingo. • Fun festival will be advertised next week 	
<p>(i) FOWLS/The Fathering Project Report: Update from Peter Kailis</p> <ul style="list-style-type: none"> • Saturday, 29 August – Bunnings Sausage Sizzle. Special thanks to the 14 Dads (with some of their kids) who helped on the day. 800 sausages sold, profit of \$1,370. • Friday, 4 September – Walk to school with Dads morning – Very successful morning with long lines waiting for coffee/hot chocolate from the Coffee Thief van. Kids had fun playing on the lawn with Dads/Father figures. Thanks to Craig Gasper, Duet Property for sponsoring this event. • Saturday, 17 October – Camping Night – Lake Leschenaultia (change from 24 October due to AFL GF) • Thursday nights @ 6pm – FOWLS footy nights under lights at Subiaco Oval – Dads footy fitness – kids welcome. Regularly attracting 20 Dads with kids. Building great relationships and community. • FOWLS Instagram account – social media guidelines sent to Peter Kailis <p>Resolution: That Peter Kailis set up an Instagram account for the FOWLS.</p>	Carried
<p>(j) Parent's Army Report: N/A</p> <ul style="list-style-type: none"> • AF to request volunteers in class rep email 	
7. New Business	
<p>(a) Funding Model: AF: Postponed discussion of funding model until next meeting</p>	
<p>(b) Library Books: FK:</p> <ul style="list-style-type: none"> • Request for funding of \$1,000 received from Robyn Gilfillan (acting as librarian) for books to add to the current collection as outlined in the attached funding request. The current library budget has now run out. Books range from \$10-\$20 in price so looking at purchasing approx. 150 books for 2020. Other gaps in the library are normally filled by the book fair open night. Currently upgrading and renewing books in the library. These gaps were identified from the last library committee meeting. Graphic novels are most popular. • AF agreed that this was an acceptable use of P&C funds. <p>Resolution: That the funding request from Robyn Gilfillan of \$1,000 to purchase library books to add to the current collection as outlined in the funding request be approved.</p>	Carried
<p>(c) Shade Tents: AF: Ratification of P&C's approval of the school's funding request on 17 August 2020 for two shades for the faction carnival of \$2,699. 80% of the P&C members voted in favour of the funding request. The votes are tabled as a record that the email motion to approve the funding request for \$2,699 was approved by email vote.</p> <ul style="list-style-type: none"> • Retrospective approval of the shade/tents given that the process followed in sending the funding request outside a usual P&C meeting was unconstitutional. <p>Resolution: That the funding request for \$2,699 to purchase 2 shades/tents be approved.</p> <ul style="list-style-type: none"> • Update on broken shades from the sports carnival: Janelle following up on insurance. Individual costs of items vs overall costs. Older tents broken before the carnival started. Bob Hawke hires tents and has someone set them up – perhaps we can consider – although the cost may be significant and P&C also uses tents for other events like fetes, festivals etc. 	Carried
<p>(d) Open Night/Book Fair: AF/VC: Consider an opportunity for the P&C to raise funds through a cake stall and/or sausage sizzle.</p> <ul style="list-style-type: none"> • 4.30-5pm – choir and ensemble performing in undercover area (no choir shirts required). • Timing: will start at 4.30pm. Classrooms will be open from 5-7pm. • Date: Wednesday, 21 October. 	DS to send email asking for volunteers for sausage sizzle/cake

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<ul style="list-style-type: none"> Send email out to ask for volunteers for sausage sizzle and cakes (not this week but later in the Term/next Term). 	stall (later in the Term/next Term).
<p>(e) East Subiaco Development: AF: Perth Modern School P&C have requested that a link be shared with the P&C on their views of the East Subi Draft Master Plan. The closing date for responses is 10 September 2020.</p> <ul style="list-style-type: none"> Level of height of buildings is a minimum. Concern is that buildings will be built to 25-30 storey overlooking children. High rises, high density living and traffic. Up to individuals to make comment through the links provided https://mailchi.mp/fe1c7bc33117/impact-of-adjacent-property-development-on-our-school?e=wacss0 	
<p>(f) Disclosure of Information: CK: A parent has raised a concern about information on the Live School Calendar and Current Affairs Section of the website giving access to everyone/the public of the location and year group of children undertaking excursions and school events. Information is available through SkoolBag App (where parents can moderate who can see these details). Discussion on whether this level of information on the website may raise safety concerns for children in difficult family situations.</p> <ul style="list-style-type: none"> Information on calendar – limit to “Year 4”. The notes may be placed somewhere else (e.g. Connect) or other options. Can lock a section of the website. Password protected. Anyone can join the SkoolBag App. The school is working on solutions. 	CK to respond to parent that the school is working on solutions
(g) Parents Only Event: DS: Thoughts around a parent only event to raise funds in early 2021.	
(h) Executive Meeting: Week 2, Term 4 there will be an Executive Meeting	
8. Next Meeting and Close	
(a) Next P&C General Meeting: 7.30 pm, Tuesday 27 October 2020, WLPS staffroom (date to be re-considered as the teachers will be on school camp this week). Changed to 7.30 pm, Tuesday 3 November 2020	
(b) Close of meeting: The meeting closed at 9.15 pm	

Signed by:

Chairperson/President

Date:

10/11/2020