

**North Cottesloe Primary School
P & C Association Inc
MINUTES**

General Meeting held on Monday 03 September 2018 at 7:40pm

1. Welcome and Apologies

Present: John Livingston, Tess McPherson, Jaime Atkinson, Peter Grant, Jean Perkins, Simon Renwick, Mark Powell, Kirsty Barrett, Sonja Heath, Natalie Tay, Alexis Miklavs, Pia Dobson, Alana Clarke, Wayne Press
Apologies: Amanda Lamp, Christy Vukman, Caroline Owen, Camilla Rae, Myffy Walters

2. Approval of Minutes of General Meeting held on 30 July 2018

Motion: that the minutes of the General Meeting held on 30 July 2018 be confirmed as an accurate record of that meeting.

Moved by Sonja Heath and seconded by John Livingston. Minutes approved.

3. Correspondence

- Telethon Kids Institute Survey forwarded to Executive Committee and Wayne Press
- WACSSO YACWA WA Youth Awards 2018 nominations close 6 September 2018

4. Matters arising from previous minutes

- 4.2 Nature Playground Wayne Press has obtained some prices and will be meeting with school parent who builds nature playgrounds.
- 4.3 Scitech-Kirsty Barrett booked 16 August 2019 – waiting to hear back from Scitech
- 4.4 Calico shopping bags to carry over to the next meeting as Christy an apology

5. Office Bearer Reports

5.1 President

- I attended the WACSSO conference over the weekend of 18-19 August.
 - Useful links include:
 - Fundraising Whisperer – fundraising.directory.com.au –
 - Scribblers Festival 8-12 May 2019 – scribblersfestival.com.au
 - The Fathering Project - www.thefatheringproject.org
 - I have some additional documentation if people are interested in pursuing these topics further.
- Insurance for uniforms will have to be sought. Value of the stock on hand to be ascertained to determine the sum insured. – Refer to Caz and Amanda.
- Drop box still in process of being set up. Approval for ~\$13 month for this facility was confirmed by the meeting
- Two petitions were circulated at the WACSSO conference – relating to School funding and maintaining the old City Beach High School site. These have been circulated and will be returned to the petition organisers.

5.2 Treasurer - Amanda Lamp

The Treasurer advised that the P&C account is well funded:

-The main bank account held with CBA has a current balance of circa \$175,000 plus term deposit of \$20,000 (as at 29 August 2018)

-Adjusted for outstanding payment and receipts, total funds available is \$196,785 (before the estimate of remaining committed school donations for 2018)

-There remains over \$3,000 of committed sponsorship monies for Splash and Dash 2018 that remain unpaid.

I will follow up again with SND team and get this resolved ASAP.

A parent raised the question – why is only a small amount of P&C funds in term deposit. Is the large sum earning interest? P&C will ask Amanda Lamp to investigate and report back at next meeting.

Is insurance required for uniform stock or any canteen related equipment?

Is it covered under P&C Insurance?

Value of stock being held is required & what would be the highest average value of stock level?

Tess to email Caroline Owen (Uniform Committee) for figures.

- Carry forward to next meeting

6. Principal Report: Wayne Press August 2018

Since our last meeting the school has been a hive of activity.

In week 4 we welcomed to North Cottesloe our new Deputy Principal, Miss Meagan Klaver. Miss Klaver comes to us from Belmay Primary School and has a strong background across the curriculum with particular strengths in IT and digital technologies. Miss Klaver replaces Mr Naughton who has retired.

During the term we have undertaken a range of activities to enhance opportunities for our students. These include:

Languages Week

To celebrate National Languages Week, our Languages teachers Ms Barndon and Miss Jefferson have run a number of activities during lunch times this week. These activities include: junior primary students having their names written in Hiragana script, Japanese calligraphy, dressing up in Kimonos (see pictures later in the newsletter) and an opportunity to order a special Japanese lunch today. Thank you to both teachers for organising these activities to bring focus to National Languages Week.

Bookweek 2018

Bookweek was celebrated with a number of author visits, fun lunchtime activities and reading challenges.

The library was been transformed into a treasure hunter's paradise with an archaeological dig, a lost city in the jungle and a pirate's treasure cove.

The week culminated on Friday 17 August with the Book Character grand parade.

Athletics Carnival

It was fabulous to see our students participating so wonderfully at yesterday's faction athletics carnival. The inclusion of a number of new events including hurdles (purchased through P&C funding) this year made for a real spectacle.

Congratulations to all students who participated throughout the day with good sportsmanship as well as lots of competitive energy.

Well done to the school staff who worked to ensure the carnival ran smoothly. A special thank you to Mr Stubbs for his organisation and leadership of the event.

Thank you also to our wonderful parent community who once again supported our students with their amazing energy and enthusiasm. Special thanks to Jodie McIntosh and Camilla Rea for their coordination of the parent volunteers without whom we would not be able to run such an inclusive and interactive carnival.

Production

Our year 6 Production, Ali Baba and the Bongo Bandits was staged at the Subiaco Arts Centre on Tuesday 28th and Wednesday 29th August. Our pre-primary to year 2 students attended the matinée performance on Tuesday 28th August. Once again this was a wonderful event with great participation by the students,

wonderful work by parents in organising pops, sets, costumes and make up and of course great work from our fabulous staff, very capably lead by Linda Arnold. This was once again a fantastic opportunity for our students and one which they will treasure for many years to come.

Open Night

I am looking forward to seeing a huge turn out for our Open Night this Thursday. The evening will have staggered time slots with pre-primary to year 3 classes open from 6 pm – 7 pm and year 4 to 6 classes from 6.30pm to 7.30pm. The school choirs will perform from 7.30 to approximately 7.45pm to round off the evening. Please note this evening is not designed for parent interviews, rather it is an opportunity for students to show their parents around their classes and explain some of their work.

Protective Behaviours

To compliment the class work done on Protective Behaviours this term, incursions with constable care entitled “Fun Scary” - year 1-3 and “Screen Name” year 4-6 have been organised on Wednesday 12 September.

In addition I am looking to run cyber safety workshops for our year 4-6 students and parents in term 4. The cost will be in the vicinity of \$1260. Available dates at present are:

- Monday 29 October
- Tuesday 30 October
- Monday 5 November
- Tuesday 6 November
- Wednesday 7 November
- Thursday 8 November
- Monday 19 November
- Tuesday 20 November

I would like to discuss these and choose a date at the meeting.

Parent Liaison Meeting

On Wednesday 22 August, we held a very successful class parent rep meeting. At the meeting I answered a number of queries, with the notes for these being sent to Class Liaison Parents for distribution. Amy Stark, one of our level 3 teachers and our National Quality Standard (NQS) leader gave a presentation on how the school is working towards the NQS and some of the wonderful things we do at our school.

Developing Partnerships

To further enrich opportunities for students at our school, in line with our school Business Plan I would be interested to make contact with any parents in the school who have connections with educational or other organisations who may be willing to partner with the school especially in the areas of STEAM (Science, Technology, Engineering, Art and Mathematics) and/or sustainability. If you have specific expertise to offer in these areas, please contact me via email wayne.press@education.wa.edu.au

Parent Survey

Our Annual Parent Survey closed today. The survey provides us with important information regarding our school and our on-going planning and improvement.

Expert Review Group (ERG) 24 Month Review Process

As part of the ERG process, over the next few weeks, the school will complete a self-review against the 10 Findings of the ERG report, providing evidence of our work over the past 2 years and the continued development and sustainability of improvements made.

This review is considered by the North Metropolitan Education Region Assistant Executive Director and the Director of the ERG who may in turn seek further clarification or information to verify this assessment. The Director of the ERG then makes recommendations to the Director General regarding this self-assessment and the school's ongoing

improvements. We are submitting our evidence on the 14th September and will inform the school community of the outcome as soon as is possible.

Flexibuzz

After a good deal of feedback, we plan to reduce the number of Flexibuzz reminders you receive. Into the future, we will send a post and place it in the calendar section and we will send a reminder just before the due date. Except for in exceptional circumstances, other reminders will be sent.

Business Plan

Our 2018 – 2020 School Business Plan is currently with the printers and will be ready for distribution very soon. The Business Plan outlines our strategic direction for the next 3 years and includes our long term vision, values achievement targets and strategies.

Website

I met with our school website designers and they are now undertaking a complete overhaul of our website. Our new website will be informative and easy to navigate with our key information and activities easy to find. I have asked that it includes an interactive calendar which interacts with Flexibuzz and your Outlook calendar.

One of the great attributes of our school is the way the whole school community comes together, with school staff and parents collaborating to give great opportunities for our students. Thank you to all members of our school community for your commitment to this.

Funding Submissions Wayne Press:

Motion: Storage Container: Sea container “High Cube” up to value of \$3000.00 to provide storage for props and equipment from the school production and other school events eg Splash n Dash.
Motion moved by Mark Powell, seconded by Kirsty Barrett. All in favour. Motion passed.

Cyber Safety/Protective Behaviour Workshops: Proposed date 30 October to be confirmed by Wayne Press
Motion: Cyber safety workshop for years 4-6 and parents to the value of \$1500.
Motion moved by Wayne Press. All in favour. Nil against. Motion passed.

Wayne Press advised he has 3 Literacy Submissions to the value of up to \$27,000 for new books from K – Year 3. Carefully put together by a literacy committee.

A P&C EGM is proposed for 17 September 2018 at 2.45pm – submissions to be advertised at least 1 week prior to the meeting.

Kirsty Barrett enquired about the wind turbine – Wayne advised that it is working, producing electricity and will be having a meeting on how to read the results of it.

Kirsty Barrett enquired about the architect/school archive – still a work in progress

Mark Powell enquired about progress re the Boke Enclosure. Wayne Press has a quote and solution for this. Fenced off and coded gate in view from classrooms in the 2 storey building. It was suggested this be added to the P&C EGM proposed for 17 September @ 2.45pm. Wayne Press to prepare a funding submission.

7. Sub Committee Reports:

7.1 Community Service – no report

7.2 Fundraising – no report

7.3 Sport - no report

7.4 Canteen – Myffy Walters

POINTS OF INTEREST:-

1. The Committee:

I have invited Alicia Choate to be a member of the Canteen Committee, and am awaiting her response.

2. Volunteers:

It still continues to be difficult to fill the vacancies - The canteen was closed for recess on Tuesday 21st due to a complete lack of volunteers. The attached two letters were sent out via flexibuzz and to the class reps to forward on to all families to explain the reasons for this closure, and to further explain the new system of obtaining volunteers from rostered

classrooms. In addition, I have changed 'Sign-Up' again so there are now only two spots to fill each day for recess preparation 0900-1130 and one spot from 1130-1230 to bag up the lunches.

3. Sales:

The financials for weeks 3-6 were as follows:-

Week 3

Lunchtime takings \$1,663.00, profit \$321.27 (after 2.6% commission).

Week 4

Lunchtime takings \$1,629.70, profit \$304.02 (after 2.6% commission).

Week 5

Lunchtime takings \$1,517.60, profit \$301.80 (after 2.6% commission).

Week 6

Lunchtime takings \$447.00, profit \$90.97 (after 2.6% commission).

We are consistently banking over \$110 each recess, which, after costs, means a profit of approximately \$55.

4. Canteen Manager:

-Letter sent to whole school 19 August sharing information re school canteen and the struggle with volunteers

-Letter sent via class 21 August re trialling a new roster system of allocating individual classrooms to find volunteers.

(Both letters on file with P&C)

7.5 Grounds/Eco Smart - no report

7.6 Uniform Alana Clarke advised New Uniforms all on target and going well. Year 6 Leavers Gear to be streamlined also.

7.7 Traffic Safety – no report

8. **School Board** – AGM coming up. New board members elected. Nothing to report.

9. Other Matters

Alexis Miklavs intro

Meeting Closed at 9.25pm

Date of next Meeting Monday 22 October 2018 7.30pm