

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

General Meeting held on Monday 14 May 2018 at 7:40pm

1. Welcome and Apologies

Wayne Press, John Livingston, Christy Vukman, Amanda Lamp, Tess McPherson, Jodie Manning, Myffy Walters, Kathryn Kubicki, Jemma Bason, Lara Bucher, Clancy Jarvis, Kirsty Barrett, Mark Powell, Jodie McIntosh, Caroline Owen, Briohny McMannus, Camella Rea, Jaime Atkinson

Apologies: Simon Renwick, Louise Cramer, Celia Patrick

2. Approval of Minutes of General Meeting held on 12 March 2018

Motion: that the minutes of the General Meeting held on 12 March 2018 be confirmed as an accurate record of that meeting.

Moved by Christy Vukman and seconded by John Livingston. Minutes approved.

3. Correspondence

4. Matters arising from previous minutes:

Uniform letter of confirmation sent to Uniforms West 3 May 2018 committing to custom dye fabric for new school polo. Letter on record.

5. Office Bearer Reports

5.1 President:

Constitution Review

WACSSO have confirmed that they will be preparing an updated P&C Constitution to comply with the revised Incorporated Associations Act 2015. No action required by NCPS P&C at this stage.

Town of Cottesloe Traffic Planning Group

E-mail sent to ToC advising that Mark Goodlet will be the NCPS P&C rep on this committee

Sub Committee Terms of Reference

As a matter of good governance, all sub committees of the P&C will require a terms of reference. These do not need to be long winded documents but must set out the duties and responsibilities of the various committees as well as any delegated authority. Reporting requirements will also be detailed.

WACSSO have provided a draft / standard terms of reference which we can use as a basis for our Committees. I request that the Committees convene and review and amend as appropriate the draft terms of reference and submit them to the executive committee for review. To be approved / adopted at next general meeting. See link to a WACSSO standard terms of reference for a P&C Sub committee. <https://www.wacssso.wa.edu.au/media/1428/committees-of-the-pc-and-general-terms-of-reference.doc>

A Sub Committee reporting format is also provided and it appears simple but appropriate. Views as to the appropriateness of this format for our P&C would be appreciated.

<https://www.wacssso.wa.edu.au/media/1165/sub-committee-report-template.docx>

Committees – Fundraising, Canteen, Uniform, Sport – others?

Drop Box

Drop box for the P&C has been started (with the assistance of Mark Powell) but not yet completed. Hope to have this finalised shortly.

Financing Guidelines

Financing guidelines were approved at the November 2017 General Meeting of the P&C.

Individual / ad hoc requests for financing should be made with reference to the objects of the P&C contained in the Constitution and Rules. Specific reference should be made to the Objects of the Association per section 2.

Business plan / P&C objectives.

At present the funding guidelines describe the process by which funds raised are to be attributed in the year following. (Based on 90% of the expected voluntary contributions and the total funds raised in the previous year) This gives certainty to the availability of the funds and the ability to fund initiatives.

I believe raising funds without an objective is sub optimal, and can lead to poor decisions in the allocation of those funds. The P&C therefore needs to have some idea of the areas it will target to fund in the following year and direct the year's fundraising efforts to meeting those objectives. Ideally the P&C needs a focus for the fund raising efforts and a business plan to achieve the funding objectives.

Priorities to be developed, costed and a fundraising objective for the year to be set. Existing process can then be applied in Term 4 to confirm or adjust objectives in line with the funds raised.

Wayne Press advised he is working on the business plan and spoke of the funding model put in place in 2017.

Kirsty Barrett asked re funding for support/extension which previously P&C helped to fund this. Wayne advised that support occurring in a different way and in the class. It is now funded through the school rather than the P&C. Some students are still taken out of class, however the school is now doing this in class.

Christy advised she will help develop the terms of reference for fundraising – we need volunteers.

Lara asked if we could increase the voluntary contribution and do less fundraising throughout the year. Several local schools charge a higher voluntary contribution.

Christy also suggested that we increase the amount and relax on the fundraising for a bit.

Jodie suggested we get systems in place this year.

Jaime asked if we could do a survey and ask people how they want the P&C money spent, For example on Survey Monkey.

Wayne advised that the spending of the P&C funds must also be in conjunction with the school and with school approval.

5.2 Treasurer

Amanda Lamp advised hand over has occurred by former Treasurer Jack Newall.

Bank authorisation process slight changes – 2 authorisations once set up.

Treasurer's Report 14 May 2018

Statement of position:

The Treasurer advises that the PnC account is well funded:

- The main bank account held with CBA has a current balance of \$164,000.
- All invoice payments are up to date
- In addition, approximately \$6,000 of sponsorship monies are due to be received from the Splash and Dash event.
- Less amount "in-principal agreed" for 2018 donations to the school of \$120,000 (approved at the October

2017 meeting)

·This leaves the PnC with approximately \$50,000 unallocated.

Rainy day fund:

The PnC also has an additional \$20,000 of funds which sits outside of the everyday account which is considered to be a “rainy day” fund.

This accrues interest (low rate) and rolls over monthly.

Bank transaction authorisations:

At present the bank payments are set up to be authorised by the Treasurer alone. Under the previous Treasurer, all payments required 2 authorisations.

The new President, Vice-President and Company Secretary have been provided with CBA banking toggles which they need to set up to allow for secondary authorisation of banking.

It was confirmed that a dual authorizing process must be in place over the P&C bank account.

Financial statements for 2017

The financials for the year ended 31 December 2017 are in the process of being reviewed by an external accounting firm, Kennerly’s.

The Treasurer expects the review to be complete by the end of this term, after which the PnC’s 2017 Annual Information Statement (AIS) will be lodged with the ACNC (Australian Charities and Not-for-profit Commission).

6. Principal Report:

North Cottesloe Primary is a very busy school, with a large number of collaborative events taking place across all learning areas.

ANZAC Ceremony

Term 1 concluded with a wonderful ANZAC Ceremony at our school on Friday 13 April. Congratulations to our students, staff and community for this event. I have received a good deal of very positive feedback about the event and our student performances. Thank you to Mrs Arnold, Mrs Malloch and Dr Wake in their work in preparing students and our prefects in hosting the ceremony.

Literacy

We warmly welcome parents to attend our information session on:

- Letters & Sounds - our Kindergarten to year 2 synthetic phonics program
- Reading at School & Home - information about how we teach reading at school & how you can help at home. Aimed at Pre Primary-year 2 students.

Join us in the School Library 6.30-7.30pm (before the P&C meeting) on Monday 14th May

During the term 2 we will be continuing to update our Literacy resources to correlate with the specific needs of classes in line with our whole school approaches. The contribution of P&C funds towards the purchase of these resources is most appreciated.

Sculptures By The School

Initially Sculptures By the School was not going to be held this year, however students literally begged for its return. So, due to popular demand, students were invited to bring their creations in at the start of this term with this year’s theme being “Upcycle”.

The exhibition will run until 18 May (Friday week 3), which in addition to being the culmination of Sculptures by the School, will also be a stay and play and Community Art event with our art teacher, Stephanie Matthews.

Cross Country

This year we have decided to trial running the cross country event off the school site at Allen Park. Mr Stubbs has been working hard with the Sports Committee to organise the logistics around this and to ensure another high quality event for our school. The event is planned for Thursday 24 May.

Running club

Leading up to the cross country event, Ms Jefferson, room 12, is holding a before school running club. It was great to see around 50 students (and some parents) involved last week.

Edu dance

7. Sub Committee Reports:

7.1 Community Service – no report

7.2 Fundraising

Splash n Dash – Jodie Manning gave update from the SND Committee Post Event Report including Financials.

A hugely successful event with a lot of volunteers involved.

The committee have applied for a grant to the Town of Cottesloe to assist with the running costs of next years event. They will also apply to Department of Sport and Recreation, as well at Lottery West.

Raised just over \$14,000. Narelle has cross checked the figures and will do so next year. Sponsorship dollars still to come in and a few jerseys to be auctioned at a future P&C fundraising event.

Jodie asked if they could present the donation to Melanoma WA at the next assembly.

John also asked if they could show 11/2 minute prom of the SnD at the same assembly. Wayne to look in to both.

Kirsty Barrett raised potential of fundraising with jute bags. She will look in to it if the school is interested. There may be a minimum of 1,000 bags. (to be carried forward to next meeting).

7.3 Sport – Camilla Rae

Interschool team breakfast trialled for swim team. It would cost approximately \$300 per year if funding all 3 interschool teams. Swimming, Cross Country and Athletics Teams. Noted that the P&C has not funded these in recent years.

Cross Country: Clancy Jarvis, Jemma Baston and Alice Strang working with Jon Stubbs for Cross Country interfaction carnival on Thursday 24 May.

7.4 Canteen report by Myffy Walters

The following points were raised and will be monitored and worked through:

1. The Committee: Since the beginning of 2018, there is only one canteen committee member. It would be beneficial to have more members. Currently I am looking for new members who are actively interested in helping the canteen to function better.
2. Volunteers: It has been increasingly difficult to get volunteers to help out in the canteen
3. Food Quality: As this is a commercial environment, providing fresh food is paramount.
4. Financial/Profitability: finances of the canteen being looked in to by P&C Treasurer Amanda Lamp who will report back.

ITEMS FOR AGENDA

For Discussion:-

1. Expanding membership of Canteen Committee
2. Volunteering difficulties
3. Food Quality
4. Profitability

All above items discussed. A suggested ground up review of the operations of the canteen was suggested but was not supported.

Issues to be monitored on an ongoing basis. Guidelines for food standards to be sought.

Amanda Lamp (P&C Treasurer) to look in to financial position of the canteen and report back at next meeting.

7.5 Grounds/Eco Smart – no report

7.6 Uniform

Mark Powell reported People waiting to buy new stock of new uniform even with the long transition period of the new uniform. We need to determine what happens with the old uniforms/stock. MP provided a

spreadsheet with recommended actions to move the old stock including discounting and donating to charity dead stock.

Motion: Uniform Committee spreadsheet be endorsed in relation to discounting and donating old / dead uniform stock.

Moved by Christy Vukman and seconded by Amanda Lamp.

Motion unanimously approved.

8. School Board

9. Other Matters:

a) Marquee/Tent purchase request by Camilla Rae

Wayne Press advised that our school already has 3 and storage space is the main issue. Wayne said that every school on our area has some and perhaps we could borrow some from other schools in our area. No current need to add to the NCPS stock of marquees.

Christy Vukman thanked Camilla Rea fro the work she has put in researching the purchase of Marquees/Tents and the funding request submitted.

b) Cross Country funding submission:

Clancy Jarvis from the cross country committee with Jemma Baston, Camilla Rae have been working with Jon Stubbs to run an off site interhouse cross country carnival A P&C Funding Submission put forward at the meeting for an amount up to \$950. \$250 Venue Hire and \$700 Bus Hire. Event to run from 11.30am – 2.45pm at Allen Park Swanbourne. Jemma Baston thanked for finding great bus hire price with Westwide Buses.

Motion: The P&C on a trial basis fund \$950 for cross country offsite.

Moved by Clancy Jarvis, seconded by Kirsty Barrett.

Motion unanimously approved.

If it rains and the carnival has to be rechequled, it will be run on site at school 1 week later.

Wayne said let's give this a go, the staff want to give it a go and assess for next year.

This can then be planned ahead and look at being school funded.

c) John Livingston thanked Camilla for putting together a P&C Annual Calendar + school planner

Wayne advised online calendar on school website is a work in progress – contract out at the moment. No time frame at this stage.

Carry forward to next meeting "1 Calendar, 1 Place"

d) Parent art event?

e) Scitech evening event to lin up with Science Week. Kirsty Barrett to look in to dates.

Date of next Meeting Monday 18 June 7.30pm.

Meeting Closed at 9.40pm

Action items

Item	Responsible	Due
Sub Committee Terms of Reference	Sub Committees	Prior to 18 June meeting
Canteen Operating profitability to be determined	Treasurer	18 June 2018
Scitech event	Kirsty Barrett	18 June 2018
Annual Calendar	Principal	Keep P&C informed of progress and expected timeframes