

**North Cottesloe Primary School  
P & C Association Inc  
MINUTES (DRAFT ONLY)**

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General Meeting held on Monday 18 June at 7:35pm

**1. Welcome and Apologies**

Present: John Livingston, Christy Vukman, Kirsty Barrett, Wayne Press, Celia Patrick, Juliette Hunt, Sonia Heath, Myffy Walters, Mark Powell, Caroline Owen, Teresa McPherson

Apologies: Amanda Lamp, Simon Renwick, Jean Perkins, Briohny McManus, Louise Cramer

**2. Approval of Minutes of General Meeting held on 14 May 2018:**

Motion: that the minutes of the General Meeting held on 14 May 2018 be confirmed as an accurate record of that meeting.

Moved by Christy Vukman and seconded by Myffy Walters. Minutes approved.

**3. Correspondence**

Resignation letter from Canteen Manager Helene Hansen. John Livingston replied & acknowledgement below in "President Report".

Email from Jemma Baston and Cross Country Committee – formal thanks to P&C for its support of the schools first offsite cross-country. Email read out by Tess McPherson

**4. Matters arising from previous minutes**

-Jute Bags: to be passed on to fundraising committee when formed

-Online calendar: Wayne Press currently working on this. ETA 1<sup>st</sup> month term 3

-Scitech a proposed date of 1<sup>st</sup> week back in Term 3 may be too soon. Kirsty Barrett to re look at dates and report back at next meeting

**5. Office Bearer Reports**

**5.1 President:**

**Sub Committee Terms of Reference**

Thank you to Camilla, Christy, Myffy and Caroline for reviewing and amending the standard WACSSO ToRs for Fundraising, Canteen, Sport and Uniform Committees.

The customisation has been mainly around the tasks to be undertaken by the committees, and finance and banking arrangements to reflect the practices in place.

One of the WACSSO requirements in each of their ToRs was that an executive committee member be on the various sub committees. This is a control measure and as such that needs to be in place.

The amended Terms of reference will be distributed shortly for final comment and we will look to adopt them at the first meeting of term 3.

**Drop Box**

Drop box for the P&C has been started (with the assistance of Mark Powell) but not yet completed. Having trouble with this but hope to have it in place shortly.

**Treasurer**

Amanda has advised that she would appreciate some assistance in handling the book keeping part of her role. If anyone knows of someone suitable who has time to assist could you please refer them on to Amanda or me. (Amanda back at the end of the month)

**WACSSO Annual Conference**

The P&C has a free ticket to attend this event. It is on the 18-19 August at Crown Perth. I am unable to attend but if someone else here would like to attend please let me know ASAP and we'll arrange registration.

Registrations close 20 July 2018.

## **WASCA Food Forum**

Above event is on 11 July. Myffy has agreed to attend this event on behalf of the P&C. The Executive have unanimously decided to fund Myffy's attendance \$100.

### **Fundraising**

Whilst we have no pressing need to raise funds in the short term, we do require someone to receive and filter the fundraising opportunities that are regularly received by the P&C.

Call for a volunteer in the next newsletter.

### **Volunteer Thank you suggestion**

Camilla has proposed that a thank you go out to the parents that have volunteered at the school to date. The idea being to acknowledge and thank as well as encourage and welcome other parents to get involved.

This was discussed at the meeting and it was felt that it was more appropriate to do a general thank you with a link to the sign up list in the next newsletter. It was noted that there were a number of volunteers that were not included on sign up including the PrePrimary music teacher.

### **Canteen – Manager resignation**

On 13 June 2018 I received an e-mail from Helene advising of her decision to resign from the position of Canteen Manager. Helene's letter and President acknowledgement in response were tabled.

Can we formally note in the minutes the P&C's appreciation of the work Helene has put in over the past 18 months. I also appreciate her professionalism in being prepared to continue until a replacement manager is found, or the end of term 3.

## **5.2 Treasurer**

### **P&C Financials**

Report dated 12 June prepared by Amanda Lamp and presented by John Livingston.

-P&C currently well funded.

-Secondary authorisation of bank payments has been actioned and payments are being processed in accordance with this procedure.

-Canteen profitability: based on draft 2017 figures, the canteen made a cash profit of \$8,680 to 31 December 2017. The profit run rate for the current year to date is similar. Please note that the 2017 figures are subject to review by an external 3<sup>rd</sup> party accountant and may be subject to change after finalisation of that review.

-Financial statement for 2017: The review of the financials for the year ended 31 December 2017 has not yet been completed. The treasurer is following up with the accountant and assisting with information flow as required.

-The review will cost in the region of \$1600 plus GST to complete.

**Motion:** to request budget approval for the cost associated with the 2017 accounts review \$1600 plus GST  
**Moved by Celia Patrick and seconded by Sonia Heath.**  
**Motion unanimously approved.**

Wayne Press to look in to ways to use P&C funding to enrich our children's' education.

## **6. Principal Report: Wayne Press**

### **Sculptures By the School and Stay and Play Art Event**

Congratulations to everyone involved in the terrific stay and play art event on Friday 25 May. This was a great event and a wonderful way to round out our 8<sup>th</sup> annual Sculptures Exhibition. The afternoon was a real collaborative effort between an energetic, talented group of parents and our enthusiastic staff members, particularly Stephanie Matthews and Lynne Mannolini. Well done all!

### **Cross Country**

It was great to see the levels of enthusiasm and participation by all the students in the cross country event on 24 May. Again the huge band of parent helpers enabled this to occur, off site for the first time. Congratulations to all involved, and a big thank you to Jon Stubbs for his wonderful work in getting this to occur and to Sarah Jefferson for her early morning training session for the students.

### **Staff Development**

Staff at North Cottesloe are committed to our ongoing school development. In term 2, we have 5 hours of afterschool meetings devoted to Professional Learning as well as our School Development Day (1 June) and other individual professional development activities.

On Friday 1 June, North Cottesloe staff and staff from 10 other schools in the Shenton Network attended Professional Learning Conference. Teachers chose sessions according to their interest and need. Session included:

- Using student data to plan for improvement
- Digital technologies
- Mathematical problem solving
- Effective writing instruction
- Guided reading through the years
- Planning for effective teaching in HASS
- Anxiety in students
- Play and early learning
- Design and Technologies
- Effective writing instruction
- Protective behaviours
- STEM in the early years

Our school based staff development through staff meetings includes:

- Business and Operational Planning;
- Using Learning Intentions
- Writing Improvement strategies
- Effective Literacy Blocks ,
- Moderation in Numeracy;
- Using Mathematics effectively; and
- Positive Behaviour Management

Through these forums, staff keep up to date, share ideas and work together to ensure our school continues to look for Best Practice in education for our context.

### **Science Week**

Science Week at North Cottesloe will be held during the week beginning 25 June. Parents who put their names down through the Sign Up process have been contacted and classes are busy planning activities for our Science Day rotations. We also have an incursion planned for year 1-4 on Thursday 28 June

### **Parent Liaison Meeting**

Our parent liaison meeting for term 2 will be on Wednesday 13 June. At the meeting we will outline several key aspects of our school including:

- the school's positive behaviour committee and its work and seek input from parents
- using learning Intentions in classrooms
- 3 tier approach to teaching vocabulary to improve writing

### **Chaplaincy**

The school has received funding to employ our chaplain Naomi Fulton for an additional day each week. Naomi will be working at the school for 3 days each week now until the end of the year.

### **Staff P&C funding**

As part of the P&C Funding process, individual staff and/or committees have applied for funding for specific, special projects. These applications have been assessed by the admin team and finance committee. Funding is sort for (see attached applications):

- Additional Literacy Resources
- Early Childhood Storage and Notice Boards
- Phys Ed Hurdles
- Science Week consumables

A statement of expenditure will be submitted once the funding is spent or the activity is completed.

Once again I would like to thank all members of our school community for their support.

**Funding Submissions:** Supporting documents tabled and presented:

**Motion for 4 below funding requests moved by Wayne Press:**

- Additional Literacy Funding Submission \$3000 - Unanimously approved.
- Hurdles Funding Submission \$931.60
- \$300 from money raised through Gobsmacked balance \$631.60 P&C funding Unanimously approved
- Play Storage Funding Submission \$1500 Unanimously approved
- Science Week Funding Submission \$1200 Unanimously approved

**7. Sub Committee Reports:**

**7.1 Community Service - nil**

**7.2 Fundraising**

Suggested to rename sub committee to be Social Co-ordinating committee. Christy Vukman to put note in newsletter asking for volunteers.

**7.3 Sport:** Camilla Rea

<b>POINTS OF INTEREST</b>
<p><b>1. Faction Cross Country Carnival</b></p> <p>The first off-site Faction Cross Country carnival was a great success. Thank you to the P&amp;C for funding the trail of an off-site carnival. Many thanks also to Clancy Jarvis, Jemma Baston and Alice Strang for supporting Mr Stubbs and helping to make it happen. Feedback from the school has been very positive. The Cross Country parent supporters (Clancy Jarvis, Jemma Baston and Alice Strang) have provided a report from the day.</p>
<p><b>2. Cross Country Team Breakfast</b></p> <p>A thank you breakfast was held for the Cross Country team on Wednesday 13<sup>th</sup> June. It provided an opportunity for the children to express their thanks to Ms Jefferson for leading the running club on Tuesday mornings and to Mr Stubbs for training the Inter-School team every morning at 8:20am.</p>
<p><b>3. Inter-School Cross Country</b></p> <p>The parents led a practice run of the Cross Country course in Nedlands on Sunday 10<sup>th</sup> June. It was well attended by the team. The Inter-School Cross Country Carnival will be held on Thursday 14<sup>th</sup> June.</p>
<p><b>4. Winter Sport</b></p> <p>Thank you to Sonja Heath (minkey), Naomi Quinlivan (netball), Katie Bagnall (Joey Soccer) and Em Sierkowski (Auskick) for being parent coordinators for our Winter Sports.</p> <p><b>Netball</b></p> <p><b>Joey Soccer</b></p>          <p><b>Minkey</b></p> <ul style="list-style-type: none"><li>• a suggested improvement for next year is to get parents to enroll their children earlier in the</li></ul>

registration period as last minute registrations makes putting together teams difficult.

2 YR1 teams

2 YR2 teams

3 YR3 teams

1 YR4 team

#### **Auskick**

#### **5. Gob Smacked**

Once again Gob Smacked visited our school and fitted our children for mouth guards. We have run this process successfully for the past few years as it is convenient for parents. In addition they donate a percentage of the sales to the P&C. We've been advised that a cheque is being sent this week.

#### **6. Term 3 Dates**

Faction Athletics Carnival – Field Day TBC

Faction Athletics Carnival – Track and Tabloid – 23<sup>rd</sup> August

Inter-School Athletics Carnival - 13<sup>th</sup> September

#### **7. Faction Athletics Carnival – parent support**

Jodie McIntosh, Belinda Prentice, Jan Gough and myself (Camilla Rea) will once again support Mr Stubbs in putting on these carnivals.

#### **8. Term 3 After-School Sport**

Monday afternoons - Basketball

Thursday afternoon – gymnastics

Soccer – Pro-football TBC

#### **7.4 Canteen – Myffy Walters**

-Cross Country Interhouse Carnival – 65 special CC lunch packs sold

-Myffy going to WACSSO Canteen Conference in the holidays

-Less volunteers required, now only 2 per 2 hour shift.

-Helene Hansen has resigned

-P&C now need to work out what we do now – direction?

-Do we want to make money (fundraise) or provide a service?

-Way forward with the canteen?

- Christy Vukman reported what other schools in our area do with regard to canteen.

- Swanbourne PS – Use an online ordering platform (Flexi Schools) to order lunches through Kirkwood deli. This works well but they are not sure this is the direction of their business. I can provide more details if required.
- Cottesloe PS – outsource orders to Gourmet to go (deli in Mosman Park) on Monday and Friday, and Wok'n'Roll on Wednesdays. This is a bit old style as orders written on bags, volunteer takes to deli, picks up orders and brings back to the School to distribute.
- Nedlands PS – currently no canteen. P & C currently looking at outsourcing options.
- Freshwater Bay PS – Schools lunch on line ordering system. Set up by a past FWBPS parent. Works extremely well – parents order online, food is delivered to school and placed into class boxes, class child collects boxes.
- Dalkeith PS – Schools lunch online as above.

Christy Vukman advised Myffy Walters, Sonia Heath & Christy to form canteen sub committee, explore options and report back.

-New sandwich toaster required: P&C unanimously voted for a new one to be purchased up to the value of \$100

**7.5 Grounds/Eco Smart – nil**

**7.6 Uniform – Caroline Owen**

Proposal to close pop up shop and revert to online uniform orders only, plus uniform sample rack. No cash sales (EFTPOS/ONLINE only). Funding submission and proposal presented and tabled.

**Motion: Fund set up of uniform sample rack to the value of \$1400.**

**Moved by Caroline Owen and seconded by John Livingston.**

**Motion unanimously approved**

**8. School Board –** Sonia Heath advised minutes of Board meetings are on the school website

**9. Other Matters**

Kirsty Barrett provided an update on the Cottesloe Traffic Planning Group's activities. Minutes to be forwarded in due course.

Meeting Closed at 9.50pm

**Date of next Meeting Monday 30 July 2018**