

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

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General Meeting be held on Tuesday 1<sup>st</sup> August 2017 at 7:30pm

**1. Welcome and Apologies**

Wayne Press, Julie Pieyre, Shona Cairney, Sonja Heath, Alison Blair, Jean Perkins, Kate Wood, Tim Otter, Mark Powell, Kirsty Barrett, Councillor Rob Thomas, Pip Marsden, Teresa McPherson, Jack Newall, Louise Cramer, Georgie Gallagher.

Apologies – Camilla Rea, Celia Patrick, Louise Young, Kate Akerman, Allison Hewitt.

The meeting opened at 7.34pm.

**2. Approval of Minutes of General Meeting held on 13 June 2017**

**Motion: that the minutes from the General Meeting on 13 June 2017 be confirmed as an accurate record.  
Moved by Jack Newall and seconded by Mark Powell.**

**3. Office Bearer Reports**

**3.1 President**

- *WA Primary Teacher of the Year Nomination*

Kate Wood reported that she, with the support of the Board and the school, nominated Nat Campbell for a WA Primary School Teacher award. Kate noted that the nomination itself was a lengthy process but she was overwhelmed by the support she received from the whole community. Mrs Campbell is not only a respected and loved teacher at NCPS but she is well respected in the teaching community. Her nomination was also supported by Rod Lowther, School Review director and Carlene Thorpe, literacy expert. Through this process Kate discovered what Nat Campbell does beyond the classroom and in particular the support she gives to the teaching profession – through the WA Primary teachers Facebook group, writing moderators group, running workshops for teachers, mentoring young teachers, writing programs etc. A well deserved nominee.

- *Railway slip way update*

Kate Wood gave a brief overview of the history and development of the railway st slip-way proposal and recent council decisions. It has been a difficult time for the school community due to the negative media, of which much was based on misinformation, and some disappointing commentary at the recent council meeting. The proposed road realignment plans were rejected at the council meeting. The school had been hoping for a deferral of the decision so that the parties could have some time to go away and work with the plans to take into account all the opinions at the meeting. However the deferral was not supported and there was motions proposed and supported rejecting this proposal. We are waiting for final wording of the resolutions at the meeting to determine what happens next.

There was discussion around the ongoing traffic and congestion issues at the school. NCPS is in a unique situation with the school located on a road that is the main access between east and west Cottesloe, a bridge, a roundabout and only two roads of access into the school. There have been many traffic management and travel smart ideas supported by the school. These continue to be important initiatives and would still need to run alongside any development. .

Kate advised that the school has been working on the traffic management initiatives that were discussed at the last meeting. Julie mentioned that signs have been prepared to put on windshields but Wayne Press noted the importance of maintaining relationship between the school and the parents. Town of Cottesloe rangers have done random visits.

It was discussed and agreed that it would be good to tie the slipway management into a travel smart group. There was a very active travel smart group a few years ago and it would be good to get that going again with interested parents.

Kirsty Barrett said it was disappointing that the motion to defer wasn't supported by the councillors. Prior to last week all feedback on the proposal was fully supported and unanimously supported by Council with the concept plan unanimously approved in July 2015 and it was also included in the Town of Cottesloe's Strategic Community Plan and Business Plan. Kirsty said the tree issue had been a surprise given the Council had informed there was no impact on the environment. Safety for our school children remains the major priority and after four and a half years we won't give up on finding a solution because the issue remains. It was very hard to get funding and the only reason Main Roads and the Department of Education funded it was because of the safety issue. Kirsty was hopeful that since we have had so much support we can come up with a solution where the trees will be saved. Wayne noted that hopefully this will be an opportunity to draw the community together.

Kate formally acknowledged the work of Mark Powell, Kirsty Barrett and Dr Ken Michael who had put more than four years of work into this project, hundreds and hundreds of hours. Dr Michael is a grandfather of kids at this school and he sat on the School Board for many years as a community representative. Kate noted that Mark and Kirsty are prepared to continue to work on the project if that is supported and acknowledged their passion and dedication to the community.

- *Scholastic book update*

Library officer Lynne Mannolini provided a written update on the funding received from the Scholastic Book Fair:

*Scholastic Book Club and Fair are a fantastic way for us to maintain our library collection, as well as providing funds for resources used across the school. Rosina Fowler administers the Book Club and uses the commission we receive from those book sales to purchase teacher resource materials and classroom resources as requested by teachers across the school. \$1082 worth of free goods have been selected in the last 12 months including teacher resources related to STEM, reading sets and geography. The Book Fair held in 2016 gave parents an opportunity to purchase books for themselves as well as purchasing and donating books that I had identified as desirable for our library. Over \$1000 worth of books were donated, and a further \$1888 in commission was allocated to our school to spend this year on Scholastic purchases. To date, I have purchased \$1084.50 of books with this Bookfair commission funding, choosing picture books, fiction and non-fiction items for our library. I thank the P&C for their generosity and support.*

Kate Wood thanked Lynne Mannolini and Rosina Fowler and mentioned that it may be good for parents to get updates every so often on purchases with the scholastic book money. It was also mentioned that there will be a Scholastic Book Fair at the end of the year.

- *Uniform Committee update*

Mark Powell gave an update on the uniform. The uniform survey was very well responded to, with more than 200 responses received. Information from the survey has been passed back to the School Board for consideration and they will then make a decision. Mark noted that it was not a vote as such, but a review with feedback to be considered. Louise Cramer recommended the school community be advised as soon as possible what the decision was because people were holding off buying new school uniform items. Kate Wood thanked the committee for their continuing hard work.

- *Literacy funding update*

Kate noted that the readathon and stay and play afternoon made almost \$6500. Last meeting there was a motion to spend \$5,000 on new literacy resources but that this would be increased depending on funds raised. Julie Pieyre gave an update on what new literacy resources had been purchased and will include this information in the next newsletter:

- Years 1 and 2 – reading box sets to supplement what they have currently got and have identified an ongoing wish list of new resources.
- Years 5 and 6 – whole class sets of novels
- Pre Primary - purchased some letters and sound resources for use in class
- Year 3s - will be getting some guided reading books.

Kate noted that she assumed the P&C would be supportive of providing more funding for literacy resources if required.

**Motion: to increase funding for school literacy resources to \$6,500.**

**Moved by Shona Cairney. Seconded by Sonja Heath. Motion unanimously approved.**

- *Correspondence from WACCSO*

Kate read out a letter from WACCSO regarding the State Government's decision to build the new Inner City College on Kitchener Park. Perth Modern will stay in the same location. The first year group will start in 2020 and the plan is to have a full cohort by 2025. Some intake areas will change but our intake will still be Shenton College. The new principal for Inner City College to be appointed 18 months out.

- *Parent Liaison Meeting Update*

Kate noted that the next parent liaison meeting will be in week 7 or 8. The last meeting changed structure and seemed to work better but still room for improvement. It was noted that the plan is that Wayne and Julie will present on current topics for around half the meeting time and the second half will be response to parents' questions. Unfortunately as there was also a uniform presentation at the last meeting there wasn't time to cover all the questions so it was noted there should be more time allocated to respond to questions. It was queried whether the parent liaison meetings was a useful communication avenue and was needed or that information was covered in P&C meetings. It was suggested running it this term and monitoring what questions come in and reassessing. Some people might feel more comfortable to go through their class reps rather than attend a P&C meeting. This will be discussed at the next meeting and will report back to P&C – need to ensure there is an agreed purpose and outcome.

Wayne noted that the term class letters have gone out detailing what's happening this term in each class. These have taken a different format in many classes.

- *Town of Cottesloe Donation*

Kate Wood mentioned that the Town of Cottesloe UV sun meter application was denied. The application was to have a UV sun meter installed at the school with the assistance of community partner Melanoma WA. It was noted that the P&C could consider funding the UV meter.

Along the same lines, Kate Wood said that she was advised by a parent that the school's SunSmart registration has lapsed. Parent Kate Moore has very kindly offered to help re-register us. It was agreed that this was a great idea and that Kate Wood should ask Kate Moore to go ahead with this process.

### **3.2 Treasurer**

- *Contributions update*

Jack Newall noted that the P&C contributions were already higher than at the end of last year – nearly 89 per cent – which is a great result. It is hoped that parents now have a better understanding of where P&C funding is utilised and the benefits for their children and the school as a whole.

The P&C has more than \$140,000 currently in the account which includes approximately \$14,000 from the Splash n Dash and almost \$6,500 from the Readathon. The Science Bites has only yet been partially funded and some funding has been given for the BBQs and equipment for kindy. The total proposed P&C funding allocations is \$80,000 of which is \$50,000 is already committed and leaving around \$30,000 still to be allocated.

Historically the P&C has spent about \$100,000 each year (\$50,000 from contributions and \$50,000 from fundraising), but because of the change in the way P&C is funding (ie no longer funding school staff) there is slightly more in the account at the moment. Wayne Press and Kate Wood have had discussions around a new funding model where the P&C works with the Board and school to align the P&C funding with the needs of the school budgeting and strategic plan over a three-year period. Wayne Press mentioned that Jack has been working with him in terms of the three-year model .

Kate Wood noted that parents always have suggestions of they would like to see around the school and urged parents with ideas to bring them forward. There has been many parents suggest revamping the undercover area and this was looked at in some detail last year. It would be good to have an auditorium with a stage and lighting and sound like many of our surrounding schools. This could be done in stages. Tim Otter suggested taking the proposal for the undercover area previously developed by Mark Powell and engaging an independent contractor/project manager to determine how to stage the project and associated costs. Wayne Press advised the school would have to use Programmed to manage the structural work. Tim Otter offered to look into this and meet with Programmed. If funding is required to start the planning work then this will be brought back to the P&C.

**Motion: to engage Programmed to investigate the costings for the proposed undercover area.  
Moved by Tim Otter. Seconded by Alex Hart. Motion unanimously approved.**

Kate Wood said that parents are also keen to see further Naturescape areas around the school and it would be great if some interested parents could take this project on.

Kirsty Barrett asked whether there would be some additional funding required to get the wind turbine working.

- *Funding budget overview and approvals*

- Funding of urns – Helene the canteen manager has advised that we have one urn missing and one not working well. The urns are used regularly by the school and parents.

**Motion: to approve \$300 to be spent on two new urns.**

**Moved by Teresa McPherson. Seconded by Louise Cramer. Motion unanimously approved**

- Funding of hand rails on stairs and fence next to girls toilets - It was discussed that the stairs were done in 2010 and they should have hand rails on them. The quote for handrails to be installed now is \$2400. There is also a big drop in the small space between the girls toilets and top oval (above the basketball court). The quote for some fencing to be installed is \$1100. It was agreed that these should be further investigated with the Department of Education before P&C funding is allocated.

Louise Cramer asked when the new fence between Years 1 and 2/3 classroom blocks will be installed.

Wayne advised he did not have a due date yet.

#### 4. Principal

- *Presentation of ICT Plan and Funding Submission (overview attached- **Attachment A**)*

Wayne Press presented the ICT plan and advised that:

- The school is looking at having a mix of different devices used in the classroom.
- The school plans to lease the computers, allowing at the end of three years for the school to upgrade the computers.
- When the school gets rid of computers we have to pay however lease disposal and recycling are managed through Education Dept.
- The school will consider a BYOD (bring your own device) plan in the future but is thinking at this stage about doing it with a couple of classes – perhaps initially in yr 6 2018. Computers will be used primarily but iPads to supplement where required.
- The school is asking the P&C to fund two leases (each for a set of computers) this year and next year as well as interactive projectors bought to replace those no longer working. The upgrade of the interactive whiteboards will need to happen on an ongoing basis because they are being used every day.
- Parents noted that it would be good to have enough devices for every student to have one in the class instead of having to wait or queue to use the devices.
- All staff will be receiving professional learning on NAPLAN online transition to ensure they know what kids are required to learn to do NAPLAN online.

**Motion: to approve up to \$17,000 to be provided to the school to cover the cost of two computer leases (each for a set of computers) and the replacement of interactive whiteboards.**

**Moved by Shona Cairney. Seconded by Louise Cramer. Motion unanimously approved.**

- Wayne advised that the school was investigating a redesign of its website and will report back to a future meeting on the proposed process for that. Initially he will source three quotes from Educational designers. It was suggested whether there was a parent that works in this industry that could assist.

- *Oval maintenance*

Wayne would like to look at the option of the P&C regularly contributing to the cost of oval maintenance. It was discussed and agreed that as a first step Wayne needed to get a written plan from a turf specialist about ongoing maintenance and cost estimate for the P&C to consider.

Mark Powell advised that there is an opportunity to get native plants and grass trees at a very good price. A grass tree was purchased for the Centenary but died despite best efforts at maintaining it. Mark Powell suggested getting two to three grass trees, depending on cost. Kate Wood also noted that some bog plants for the Wanslea nature play area were required.

**Motion: that up to \$1,000 be allocated for native grass trees for the main school and native bog plants for the Wanslea playground.**

**Moved by Tim Otter. Seconded by Jack Newall. Motion unanimously approved.**

- *ICAS testing*

Wayne advised that all Year 2, 4 and 6 students had completed ICAS testing this week for English and also those who opted in from Years 3 and 5 (25 in total). All students had the opportunity to opt in for maths testing – 52 took the opportunity and this will be done next week. NAPLAN results should arrive shortly.

- *Open night*

Wayne reported that PP to Year 3 will run from 6pm to 7pm and Year 4 to 6 will be 6.30pm to 7.30pm on Wednesday 23 August. At 7.30pm music teacher Linda Arnold will put on a performance with the choir to finish the night off. This year we are trying some new initiatives in the classroom to make it a bit more interactive and he would welcome feedback on that.

- *Science Week overview*

Planning is being done for the Science Expo which will run for 3 days and contain a number of displays of work. The school is hoping for some parent involvement at the fair and hopefully some incursions for the kids. Vice Principal Melinda Harris is in charge of the arrangements.

## **5. Sub Committee Reports**

### **5.1 Community Support**

Shona Cairney advised that she will do a collection for Bandyup shortly – they are desperate for food such as pantry goods and dried food and second hand clothes. Next term we will be looking at doing Christmas gifts through another agency, not Operation Christmas Child. Mark Powell asked whether students could be reminded about collections via their teachers.

### **5.2 Sport**

Kate Wood advised that messages will be going out to parents about help at the upcoming jumps and throws and athletics carnival. The athletics carnival will be at the Scotch playing fields again after a great carnival last year.

### **5.3 Canteen**

Nil report. Operating smoothly.

#### **5.4 Fundraising**

Georgie Gallagher advised that the team are in full swing organising the Retro Bingo night on 1 September. They would like help with donations for the silent auction items for the night. It would be great to give the committee any ideas/connections for donations and we would like parents to donate a bottle of wine for a wine wall. Brooke Goodlet will be the contact for items donated by classes. It should be a great night.

Talia Teoh is organising a melamine plate fundraiser. Anna Sudlow is helping organise the online ordering system which will have images of all the plates as well as some plates designed by artists. The plate cost is \$18.50 and selling for \$30. The whole school can be involved with this fundraiser.

There was discussion as to whether to conduct a Walkathon this year. There could be another stay and play to coincide with it. A colour run could be another option although it was noted that there can be issues with paint spreading on a windy day. It would be good to do a fun event for the kids rather than focus on fundraising. Possibly a \$5 or \$10 entry fee.

#### **5.5 Grounds/EcoSmart**

Kate Wood said that there has been the suggestion for selling mushroom boxes as part of the NCPS Science Expo "Future Earth" program. Ask if Sally Erclve and Robyn Hegney would be involved. Details will go out on FlexiBuzz. It was proposed that each class has a box for Science week and it was agreed this would be a nice idea.

#### **5.6 Uniform Shop**

Kate Wood reported that Jodie McIntosh is phasing out of her role as uniform shop co-ordinator and is looking for someone else to step in. Jodie will still be around next year but would like to start handing over. Jodie has done a fantastic job streamlining processes and getting everything in order so it should be quite an easy system to manage now. There will be a note go out on FlexiBuzz and in the newsletter.

### **6. School Board**

There is a School Board Meeting this Thursday. This will be reported on next meeting.

### **7. Other Matters**

Kate Wood noted that it was hoped that another parent workshop could be run. Wayne had proposed running another cyber safety forum which this time has a focus on providing parents with practical tips about what you can do at home to help make the environment the safest it can be. Scotch run a course along these lines which he is investigating.

The meeting closed at 9.54pm.

**Next Meeting is on Tuesday 5 September, 2017**