

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

General Meeting to be held on Tuesday 24th October 2017 at 7:30pm

1. Welcome and Apologies

Wayne Press, Kate Wood, Jean Perkins, Narelle Grincer, Jack Newall, Talia Teoh, Mark Powell, Louise Cramer, Kate Akerman, Tess McPherson, Allison Blair.

Apologies – Jodie McIntosh, Louise Young, Camilla Rea, Alex Hart, Kate Moore, Celia Patrick.

The meeting opened at 7.37pm.

2. Approval of Minutes of General Meeting held on 5 September 2017

Motion: that the minutes of the General Meeting held on 5 September 2017 be confirmed as an accurate record of that meeting.

Moved by Teresa McPherson and seconded by Louise Cramer. Minutes approved.

3. Office Bearer Reports

3.1 President

- Splash n Dash update

Kate Wood advised that our outstanding Splash n Dash Race Director, Tina Brothers, may be leaving Perth at the end of the year so we will need a new Race Director for 2018. It would be disappointing to see all the hard work put in this year not be utilised to run this fabulous event again in 2018. Camilla Rea, Samantha Newall and Emily Sierakowski have offered to be part of the organising committee and Sonja Heath has agreed to manage sponsorships again. Tina has advised that things are very well set up to hand over. We will know for sure next meeting as to Tinas movements but it would be good to start identifying people to assist in this event.

- AGM

Kate Wood advised that her understanding is that the AGM is supposed be held within 4 months of the end of the P&C's financial year, which is 31 December. Kate Wood confirmed that Vice President Tim Otter and his family are moving overseas so will not be at the school next year. Given both the President and Vice-President will not be at the school next year and therefore not at the AGM, former President Celia Patrick has offered to run the 2018 AGM if that is required.

Jack Newall mentioned that from a practical perspective it made sense for the AGM to be held at the end of the year as it would make Term 1 easier to manage and for people to get into their roles quicker. It was agreed that this is something to consider and what needs to be done to do this.

It was noted that as Kate is moving to Sydney she will step down as President at the next meeting and hoping someone will step in until the AGM. All committee positions are re-elected at the AGM.

Kate Wood requested current committee members to let her know whether they intend to continue in their positions next year and if not to try and identify someone who will take on their role.

- *Volunteers*

Kate Wood advised that Camilla Rea has created a draft online sign-up sheet which lists all the volunteer roles at the school. The proposal was for an email to go out to parents this year explaining that many initiatives are only able to run at the school with the assistance of our volunteers and attaching the link to this sign-up sheet. It was agreed that it was a good idea and it would be great to encourage everyone in the school community to be involved in some way.

The draft online sign-up sheets were circulated and some people made comments. It was suggested that some additional details about the roles and what it entailed would be useful and also to specify who is the coordinator for each activity.

The idea of a volunteer fee being charged if you don't volunteer was raised. This has been done at other schools. It was agreed that at this stage this was not something to be considered.

Kate Akerman suggested that the use of ex-students for volunteer work (who need to get their community service hours up), particularly for coaching sport, may be worth considering. It could be raised with Year 6 students as they are leaving the school.

- *Teachers Xmas lunch/Thank you Morning tea*

Kate Wood advised that the Teachers Xmas Lunch will most likely be held on Wednesday 6 December. Tilly Correia is running the lunch and will contact class reps to get volunteers.

Last year the P&C held a Thank you Morning Tea for all volunteers and about 50 parents attended. It was a lovely way to say thank you to all those people that help out and in particular those parents leaving the school. It was discussed whether the best date would be Friday 1 December or Friday 8 December. Once other activities for the term have been finalised we will confirm date and get an invite out.

- *Sundowner*

Kate Wood said the Fundraising Committee was meeting to decide the best date for the end of year sundowner however as the Cottesloe Festival is on the evening of Friday 1 December it was likely to be the Friday 8 December.

It was noted that lovely parent Miranda Edmonds has offered to run an outdoor movie night at the school. The fundraising committee are considering whether to incorporate into the sundowner or perhaps see whether it could be done next year.

- *SunSmart Membership*

Wayne Press advised that the current policy which allows students not to wear hats in Term 2 and Term 3 did not meet sun smart policy requirements. The Board has been advised of this and will be relooked at next year.

3.2 Treasurer

- *Budget update*

Jack Newall advised that there is \$120,000 in the P&C account. All the approved funding has been paid – such as the ICT, teacher allowances, scientist-in-residence program.

Given there has been very successful fundraising and a high % of contributions this year, the P&C is in a very good position. There was discussion around projects at the school that could be funded.

Wayne Press noted that at a previous meeting there had been some discussion about raising the fence along Railway Street. As there has been a number of locked bikes stolen recently it would be good to investigate a better solution for bike storage. There is temporary solutions in place but we certainly don't want anything to deter kids from riding to school. There was some discussion about potential solutions.

Action - Mark Powell and Wayne Press to discuss potential bike storage solutions and aim to bring ideas to the next meeting.

4 P&C Funding model

There has been in discussion with Wayne Press for some time about a P&C funding model. The aim is to have a transparent process that best utilises P&C funds for the benefit of the students. Proposal needs to be able to adapt each year with the change in amount of fundraising (it can range from \$25,000 to \$60,000 plus) and contributions. There is also a need to ensure school spending is in line with its strategic plan.

The school budget should be set in the next two weeks and once completed, the Treasurer and President will sit down with the school and discuss P&C funding budget for 2018. It has been suggested that an approximate % should be allocated against each funding area – such as ICT, project, literacy resources, sport equipment etc. It is proposed that this budget is approved in concept at the last P&C meeting of the year. Individual items will still need to come to the P&C meeting for approval but should have a good idea of how they fit into overall funding.

Kate Wood noted that the draft P&C funding model is in circulation and that it is hoped that she and Jack can finalise with the school to approve at the next meeting.

Jack noted that it makes sense to plan for bigger projects such as the proposed undercover area refurbishment. Funding can be allocated and held over to the following year. Wayne Press will still build in small amount which can be used if new requests come in during the year so they can be considered. There is also a mechanism for teachers to request funding for a specific resource or activity that is outside the school budget. Kate Wood noted that she would like to make sure this is communicated to teachers.

- *Funding approvals*

Kate Wood mentioned that the UV Meter has been discussed at several previous P&C meetings and in recent discussions with the school it was mentioned that they would still be keen to get one. It is an effective way of teaching self-regulation and is aligned with our partnership with Melanoma WA.

Motion: to allocate up to \$3,000 to the purchase a UV Meter for the school.

Kate Wood moved. Jack Newall seconded. Motion passed unanimously.

4. Principal

- *Railway St slip-way and traffic management update*

Wayne Press noted that the school will be working with the Town of Cottesloe in accordance with the recent council resolution. We are all fully aware that moving the slipway is only part of the solution, we also need to continue to encourage kids to ride and walk to school. Wayne is keen to revitalise walking and riding solutions. He is also speaking to the Nedlands Primary School Principal about how they manage their traffic issues. Mark Powell suggested it would be useful to have an active transport position so we have an ongoing process for educating new families/students as they come through the school.

- *ERG update*

Wayne Press noted that the Department of Education's Director General has now signed off on the last of the ERG improvement actions.

NAPLAN performance data showed that the school did well in some areas. Reading is very good but writing continues to be problematic. It is planned that there will be a parent information session to analyse results and outline the strategies to deal with those areas that still require improvement.

- *Book lists*

Wayne Press advised that book lists will look a little different next year. Some of the usual resources will no longer be on the list.

- *Auditorium proposal – quote update*

Wayne Press advised that a meeting will be held with the Department of Education's contractor, Programmed, to look at what process needs to happen to get quotes for the proposed work. It will also be confirmed whether there are costs involved in getting quotes. Once we have that information we can determine next steps and seek approval for any funding.

- *Turf experts*

Wayne advised that a Department of Education representative had looked at the plan to fix the turf. It's been determined that more testing should be done.

Kate Wood advised that a report by an independent turf expert would be preferred in terms of seeking any P&C funding.

Action – Wayne Press to arrange for independent turf expert to provide report and give recommendations for ongoing oval maintenance.

5. Sub Committee Reports

5.1 Community Support

Kate Wood confirmed that Shona Cairney has left NCPS and resigns from her role. Kate Wood officially thanked Shona Cairney for her work in community support at NCPS. Kate will send her an email to pass on thanks from the P&C for her contribution. Kate Moore has agreed to step in for the remainder of the year and look after the role.

Motion: to approve Kate Moore be appointed in the role of Community Service.

Moved by Kate Wood and seconded by Teresa McPherson. Motion unanimously approved.

Kate Wood advised that Shona Cairney mentioned the school chaplain will be running a Christmas donation initiative. It has also been suggested by quite a few parents as to whether any left over stationary could be donated. It was agreed that it would need to ask parents to opt in. Kate Wood said she believes the chaplain would look for options.

Tess McPherson provided some information about a Food Bank initiative. She had some ideas around getting the kids involved - students that are participating donate different food items over 12 days of Christmas. There was lots of positive discussion about this idea.

There was further discussion around community support next year and determining what initiatives will be focussed on. Wayne Press noted that he thinks the Smith Family is worth considering.

5.2 Sport

It was noted that Term 4 is fairly quiet.

5.3 Canteen

It was noted that the Canteen Manager, Helene, still seems to be doing a good job. The canteen committee would be discussing with Helene about next year and following up on a few small bits of feedback.

There is always a need for more volunteers. This was particularly an issue at this time last year.

5.4 Fundraising

Talia Teoh noted:

- Camping night is sold out. It is on Friday 10 November. Thank you to Caroline and Stuart Owen for organising.
- The end of year sundowner date is still to be set.
- Scholastic book fair to be held on 23 and 24 November – thanks to Nicolette Beech.
- Walk to School Breakfast to be held on 24 November – still to be confirmed and Kate Wood to ask Celia Patrick whether she is willing to run it.
- Melamine plates due towards end of November.
- Thanks to Briohny McManus who is arranging the year 1 tea towels.
- The current Committee is will likely to do one big event next year, not all events.

Kate Wood said thank you to the fundraising team.

5.5 Grounds/EcoSmart

Louise Young is leaving the school next year. She has recommended establishing two roles, a Grounds role and a Sustainability role.

5.6 Uniform Shop

Mark Powell provided an overview of results from the recent uniform survey:

- 136 responded to the survey.
- Comfort and easy to clean biggest issues.
- 49% voted for lemon; 38% said royal, 26% navy and 24% light blue
- School Board made decision there should be one multifunctional uniform. Uniform top will be polo. Lemon royal and navy are to be considered further as part of review. Use of navy seen as complimenting royal blue rather than replacing it. Faction tops will be looked at later.
- Uniform forum to be held on Monday November 6 at 7pm.
- The uniform committee is reporting to the Board and the P&C will be updated at each meeting.

Lack of stock in some sizes noted. Jodie will be asked to restock certain items. The suggestion to hold a uniform swap/exchange as a one off event to be considered by Jodie McIntosh.

Motion: to approve up to \$1,0000 expenditure on running the forum, purchasing samples and the website survey subscription costs and any other miscellaneous items involved with the new uniform process.

Moved by Kate Akerman and seconded by Allison Hodge. Motion passed unanimously.

6. School Board

It was noted that the parent survey will be sent out and parents will have two weeks to respond. Parents are encouraged to complete the survey.

7. Other Matters

WASLA Awards – Kate Akerman suggested the school consider nominating Lynn Mannolini for the award. Will email the nomination information to Wayne Press.

The meeting closed at 9.35pm

Next Meeting is on Tuesday 28 November, 2017