

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

General Meeting held on Monday 30 July 2018 at 7:40pm

1. Welcome and Apologies

Present: John Livingston, Wayne Press, Amanda Lamp, Louise Cramer, Christy Vukman, Mark Powell, Sonia Heath, Myffy Walters, Kirsty Barrett, Anna Sudlow, Tess McPherson

Apologies: Caroline Owen, Camilla Rae, Celia Patrick, Simon Renwick

2. Approval of Minutes of General Meeting held on 18 June 2018

Motion: that the minutes of the General Meeting held on 18 June 2018 be confirmed as an accurate record of that meeting.

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

3. Correspondence

- Calico shopping bag request. Christy Vukman to look further in to it and report back.

- Fun Run information to put to a fundraising committee

4. Matters arising from previous minutes

4.1 Undercover Area Development – currently with Bernard Seeber

4.2 Nature Playground: Wayne Press to meet with Jaime Atkinson on Wednesday 1 July and will report back at the next P&C meeting.

4.3 Scitech: Kirsty Barrett looked in to dates 12 October/9 November if still available.

Motion: P&C to financially support Scitech for deposit for evening.

Moved by Mark Powell and seconded by Sonia Heath. Motion unanimously approved.

5. Office Bearer Reports

5.1 President

-New Volunteer – Simon Williams – assistant Treasurer

-Committee Terms of Reference

- a. Canteen Committee
- b. Sports Committee
- c. Uniform Committee
- d. Social and Events Committee

Amanda Lamp Treasurer would like a date for uniform shope for EOY Stocktake. John Livingston to make change 3.5 of Uniform Committee TOR. Stocktake as at 31 December each year.

Motion: To adopt all TOR as presented with the addition of the above mentioned amendment.

Moved by John Livingston and seconded by Christy Vukman.

Motion unanimously approved.

-WACSSO Conference, 18-19 August – I am registered to attend.

-Dropbox Mark Powel and John Livingston to meet.

-Need to establish priorities for P&C – direction for 2019

- e. Under cover area?
- f. UV meter
- g. Playground renewal / expansion
- h. Is a survey required to establish priorities and get buy in from parents?

-Insurance

- i. Workers compensation for canteen manager.
- j. Uniform insurance?

Sonia Heath suggested we do a planning session on how we want to use P&C funds. Perhaps a focus group

P&C Ideas forum prior to the next P&C Meeting on 3 September time TBC. Alana Clarke has agreed to chair. Christy Vukman, Anna Sudlow to help plan with John Livingston.

Wayne Press Advised the teachers funding requests will be put presented at next P&C meeting.

John Livingston acknowledged effort and hard work put in to the canteen Committee Myffy Walters, Sonia Heath, Christy Vukman and Briohny McManus.

5.2 Treasurer:

-Reports received and available at the P&C meeting.

-P&C currently well funded

- Financial statements for 2017

-The financial statements for the year ended 31 December 2017 presented..

-The financials have been reviewed by an independent firm of accountants, Kennerley's. Their review is complete

-No issues were found in the review, however a uniform stock adjustment was made after the lodgement of the AIS.

In summary, during the year ended 31 December 2017:

-The PnC generated revenue of \$230,000 (FY16 \$208,000) and retained net profit of \$38,000 (FY16 \$55,390).

-The accounts indicate that the change in net profit position is due to the difference in donations made back to the school (FY17 - \$103,000, FY16 - \$9,500), partially offset by higher fundraising in FY17 and higher uniform shop profits.

-Canteen profits are up slightly in FY17 at \$10,000 (FY16 - \$5,700).

-The uniform shop made a higher book profit of \$21,900 in FY17 (FY16 – loss of \$7,500). However, these figures have been impacted by year end stock adjustments that weren't made consistently in FY16 and beginning of FY17. This will work through in FY18.

-Fundraising (including sponsor donations) was up in FY17 with profit of \$67,000 (FY16 - \$15,500).

-Contributions from parents are in line with the prior year at \$49,000 in FY17 (FY16 - \$53,000).

-Donations to the school totalled \$103,000 significantly higher than the prior year (FY16 – \$9,500). Big ticket items being Science Bites; Wanslea Playground and ICT which make up the majority of the FY17 donations.

6. Principal Report:

Term 2 finished with a flurry of activity and term 3 is going to be very busy as well! I look forward to a really productive term, which will include major events such as the athletics carnivals, open night and the annual school production.

Recapping on term 2:

Science Week

Our school Science committee put together a number of events to celebrate Science Week at NCPS with the theme "Change Makers and Game Changers".

A key aspect was the Science Week round robin, where students took part in different activities run by the teachers, with help from some of our parents!

Through incursions, different class groups also investigated the history of flight, were inspired by presentations from a systems analyst, a subsea engineer and a naval architect (thanks to Woodside).

Thank you to the P&C for your support in this activity.

Telstra Kids digital kit

As announced last term, we were successful in applying for a Telstra Kids digital kit. We will shortly receive 24 circuit,

light and sound kits to be used in the STEM area.

Thank you to Telstra in Claremont for supporting our grant submission.

EduDance Concert

Our fantastic Edu Dance concert took place on Wednesday 27 June with a showcase of our students' talents! Once again this was a fabulous conclusion to an energetic and exciting program! The staff had fun too!

Term 3

NAIDOC @ NCPS

In week 1 of term 3, the students and staff at NCPS celebrated the history, culture and achievements of Aboriginal and Torres Strait Islander peoples. The 2018 theme - *Because of Her, We Can!* – recognised the active and significant roles of Aboriginal women.

A key element was an incursion by Urban Indigenous. This included didgeridoo playing and a Smoking Ceremony led by James C Kearing who explained that this traditional Nyoongar ritual was to cleanse and bless the school. He also encouraged students to pursue their goals and respect their elders.

Students in Pre-Primary to Year 3 went to an informative and engaging workshop on Bush Tucker. Ron Bradfield taught about hunting and collecting Australian animals and plants for food, medicine and healing, and treated everyone to a delicious piece of lemon myrtle cake!

The Year 4 to 6 students listened to Sheila Humphries share her experience as a young girl from the Stolen Generation. Students were able to ask her lots of questions to deepen their understanding. They were impressed to discover that Sheila, a renowned artist, is in the Guinness Book of Records for having designed the largest piece of Aboriginal artwork ever created!

Back in the classrooms, teachers continued to educate our students about Indigenous history and culture with a wide range of activities. Thanks to everyone who made it a great day!

Mrs Mannolini created a wonderful display in the library on this theme.

Protective Behaviours

During the School Development Day on Monday 16 July, all staff participated in training on Protective Behaviours provided by Justine O'Malley from Justine O'Malley from WA Child Safety Services. This is an essential part of our work and includes both explicit teaching in classes and incidental teaching moments. The staff will be teaching units of work around this important topic during the year.

A proposal for funding to purchase further books and resources to educate our students in protective behaviours will be brought to the next P&C meeting. I have also been in contact with WA Child Safety Services to provide Cyber Safety sessions for our students and a session for parents which I will announce shortly.

Waste wise Wednesdays

With a plastic ban bag in effect in Western Australia now NCPS is looking to do more to make being Waste Free a way of life. From Wednesday 1 August (week 3) all students will be encouraged to bring a waste free lunch.

This means that all of the food items we bring to school will be in containers, beeswax wraps or in lunch boxes with compartments.

Each Wednesday the student leaders will go to each classroom to tally up how many students came to school with a waste free lunch. The winning class will be announced and they will receive a certificate for their efforts!

As well as looking after the environment in the future, this will also help keep our school much cleaner!

Ongoing review of reading materials

As part of our review of resources across the school we have employed a staff member to continue the reorganisation and weeding of our current reading books. In liaison with our teachers and library officer, they will also research books to replace those discarded and increase the books available.

Through this we will put together a list of appropriate resources and purchase these as soon as possible. A submission for funding will go to the next P&C meeting, but it will be several thousand dollars.

I will forward this request, along with other staff requests for funding for the next meeting.

Sketch up / Wind Turbine

Following a session at our School Development Day this term several staff have indicated that they are interested in investigating further how the Sketch Up program can be used within the curriculum. One has contacted Mark P to get further knowledge about the program and therefore to see where it may fit.

Regarding the wind turbine, a large part installing this was a visual statement to show there are other ways to produce power and that the school supported alternate methods to produce power. Production of power from alternative sources does fit a small part of the year 6 curriculum which looks at generation of electricity, however this would also cover solar, tidal, hydro, battery etc, it is therefore a small part of one aspect of the curriculum. As our curriculum requirements have changed over time with the introduction of the WA Curriculum, the ability to "fit things in" has diminished. Given this, I have asked staff to investigate if and where they may be able to integrate this into their work with students.

Although these resources have not been priorities over the past 18 months or so, we can re look at how they are used into the future.

7. Sub Committee Reports:

7.1 Community Service

7.2 Fundraising

7.3 Sport

7.4 Canteen – Report by Myffy Walters

POINTS OF INTEREST:-

1. The Committee:
Although I am still a committee of one, a canteen sub-committee has formed - Sonja Heath, Kristy Dangerfield, Briohny McManus and myself. This group has been instrumental in engaging Kirkwood Deli in providing our lunches, and being hands on in terms of bagging up the lunches, and helping out in the canteen.
2. Volunteers:
It still continues to be difficult to fill the vacancies - I have changed 'Sign-Up' so there are now three spots to fill each day for recess preparation 0900-1100 and three spots from 1150-1220 to bag up the lunches.
3. Sales:
For week 1, we took \$1219.30 after commission of 2.6%, making a profit on the lunches of \$228.36. After costs, recess made \$65.00. In week two, we took \$1446.12 after commission, making a profit of \$275.54. Recess this week made approx. \$65.00. In addition, we have still been providing the ELC with 2 litres of milk each week.
4. Canteen Manager:
We are currently without a canteen manager. The committee is actively looking for someone who would be interested in 10 hours per week. This role would include supervising recess and bagging up the lunches, shopping, banking, basic bookkeeping and managing the volunteers.
In addition, I am meeting with Helene Hansen on 10th August to formally thank her for her contribution to the NCPS canteen. Will the P&C authorize an amount of money to buy Helene a gift?
5. Recess Food Options:
We have made some changes to the offerings for recess. The menu for the first two weeks was as follows:-
Free Carrot and celery sticks, Muesli Slice, Individual Ham and Cheese Muffins, Yoghurt, Fruit and Muesli Cups and warm milo's. The children seem to be enjoying the changes.
I have planned to change some of the menu every two weeks. The next two weeks menu will be as follows:-
Free carrot sticks and pear pieces (trying to encourage the children to be aware that in-season fruit/vegetables are fresher, cheaper etc). In addition we will offer warm milos, apple cake, chicken pizza's and yoghurt cups.

ITEMS FOR AGENDA

For Discussion:-

1. The Committee
2. Volunteers
3. Sales
4. Canteen Manager
5. Recess Food Options

7.5 Grounds/Eco Smart

7.6 Uniform Shop report Caroline Owen

P&C Uniform Shop Update 30 July 2018

Old Stock Items

Per P&C meeting 7th May 2018, it was agreed that the value of the stock of royal blue uniforms be reduced as and when the replacement new Navy uniforms arrived in stock.

We performed a revaluation of the remaining stock at this time. The write-down in stock value was \$1,815 (calculation below).

Sale Items	Sale Price	Cost Price	Qty	Discount/Writedown
Back Pack	\$ 15.00	\$ 31.35	33	-\$540
Wet weather jacket	\$ 15.00	\$ 25.14	51	-\$517
Zip-up Jumper	\$ 10.00	\$ 22.00	9	-\$108
Crew neck Jumper	\$ 10.00	\$ 17.49	22	-\$165
Lycra Shorts	\$ 10.00	\$ 12.50	3	-\$8
Pleated skirt	\$ 15.00	\$ 14.85	4	\$1
Tartan skirt	\$ 5.00	\$ 41.80	13	-\$478
				-\$1,815

It was also agreed that a number of slow moving royal blue stock items be donated to an African charity. The total value of write-off/donation on 25th May = \$2,299. These items were not selling at all, mainly size 16 items, and tracksuit pants (which we had already tried to sell at a heavily discounted rate of \$5, without success). Value of items donated at this time were:

	Sale Price	Cost Price	Qty	Value Donated	
Fleece Vests	\$ -	\$ 5.00	7	-\$35	
Fleece Tracksuits	\$ -	\$ 17.49	7	-\$122	
Slouch Hats	\$ -	\$ 8.25	6	-\$50	
Zip-up Jumper	\$ -	\$ 22.00	15	-\$330	
Crew neck Jumper	\$ -	\$ 17.49	16	-\$280	
Microfibre tracksuit pants	\$ -	\$ 30.25	49	-\$1,482	
TOTAL VALUE DONATED				-\$2,299	Write/off

On the 24th July, a further donation of slow moving royal blue stock items was donated to an African charity. The WDV of the stock items donated (after considering the above write-down to cost price for these items) is \$591.

New polos will be available week 1 term 4.

Suggest a notice put on Flexibuzz to ask people to donate yellow polos as there is a shortage.
Tess McPherson to discuss with Caroline Owen.

7.7 Traffic Safety:

- Trial of 4 hour parking limit on Railway Street
- Cottesloe Council approved independent traffic expert to evaluate current proposed plan

8. School Board – Sonia Heath

Business plan will be available soon

9. Other Matters

- New Deputy Principal will start on Monday 6 August. Des Naughton has retired.

Meeting Closed at 9.35pm

Date of next Meeting Monday 3 September 2018 7.30pm