

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

General Meeting held on Tuesday 13th June 2017 at 7:30pm

The meeting opened at 7.36pm.

1. Welcome and Apologies

Julie Pieyre, Wayne Press, Kate Wood, Jack Newall, Mark Powell, Louise Cramer, Louise Young, Talia Teoh, Anna Sudlow, Allison Hewitt, Alex Hart, Larissa Tonkin, Camilla Rea, Gemma Basten, Jo Gibson, Brooke Goodlet, Kirsty Barrett.

Apologies – Jodie McIntosh, Kate Akerman, Jodie McIntosh, Shona Cairney, Celia Patrick, Tim Otter, Teresa McPherson, Sonja Heath, Jean Perkins, Sophie Raven.

2. Approval of Minutes of General Meeting held on 9 May 2017

Motion: that the minutes from the General Meeting on 9 May 2017 be confirmed as an accurate record.

Moved by Louise Cramer and seconded by Mark Powell.

3. Office Bearer Reports

3.1 President's Report

- Science Week

Kate Wood said that it was fantastic to be able to report that NCPS has been awarded a Science Week grant of around \$500. Many thanks to Melinda Harris and parent, Ali Hewitt for their work preparing the grant application. Science Week this year is 12 to 20 August and the theme is Future Earth.

NCPS is planning to host a sustainability expo to showcase the scientific solutions currently being developed to manage our Future Earth. Planning has begun and interested parents with relevant skills will be approached to support the expo. Renewable Energy and Powering Earth will be two of the stations at the expo as well as additional learning opportunities across the whole school with relevant incursions.

Julie Pierye reported that Melinda Harris is the school admin person responsible for the Science Operational Plan and is organising Science Week with the staff involved in the Science Committee.

- Town of Cottesloe donation application

Kate Wood advised that Alex Hart very kindly prepared a submission for the Town of Cottesloe community grant requesting funding for a UV Meter for the school. This is a good project to work with our community partner Melanoma WA. We should find out if it was successful in August.

- Parent liaison meeting

The parent liaison meeting for this term will be held on Wednesday 21 June at 2.15pm. Kate Wood advised that Wayne and Julie have considered the feedback after the last meeting and will trial a new format. Wayne and Julie will not only respond to comments/questions submitted by parents but also provide an overview of term 3 which includes planning in the classroom, dates for book week, science week, athletics carnival, plans for protective behaviour teaching, scientist in residence etc.

Kate Wood advised that Sue Edwards is looking into the continuation of the high fence in the south west corner of the school which was raised at the last parent liaison meeting. Sue is at the same time investigating a few other smaller building works matters such as the gate near the old frog pond and handrail on the stairs. Sue will send an update for the next meeting.

- Drop off area concern

Kate Wood reported that issues with the slip way and traffic congestion continue. There have been many complaints recently about cars parking in the drop off zone, especially in the mornings. This is not only irritating for parents wanting to use the drop off but is also dangerous for kids. Wayne Press confirmed that this is an ongoing issue and there has been several notes go out in the newsletter and Tiqbiz reminding parents that they can not leave their car. However, it also be remembered that this is council land and not the schools so we are limited in what we can do.

There was lots of discussion about the ongoing issue and possible ways this could be dealt with. It was noted that there has been a continuous effort by the school. Mark Powell had drafted a few catchy notes that could be used to try and get the message across. It was pointed out that the general traffic on Eric Street seems to be getting worse and the congestion from the bridge and roundabout is an ongoing problem. It was agreed that the school would arrange to put up a sign on the front fence, some short catchy notes would be put out on Tiqbiz, the school would put some notes on car windows that were parked in the slipway and the Town of Cottesloe ranger would be contacted again to discuss the issue and suggest more visits, particularly in the mornings. Wayne said that the school would also continue to have a staff member at the slip-way in the afternoons to try and ensure parents are not parking and there is a flow of traffic.

- *Uniform Update*

Will be moved to the end of the meeting.

3.2 Treasurer's Report

Jack Newall advised that the P&C was still well funded, with more than \$100,000 in the account, noting that the P&C had not yet received all funding requests for this year from the school and that the major fundraising is also still to occur.

Jack Newall advised that the new MYOB accounting system has been purchased and he is working to finalise set up for the P&C. Once the system has been set up, the auditing of the accounts can be finalised.

It was noted that Sue Edwards had kindly sent through an update on funding of the classroom teacher allowance that was approved at the last meeting. At this stage the following has been spent:

- Classroom Stationery \$1653
- Student Rewards \$316
- Learning Aids \$461

4. Principal

- *Improvement Plan Update*

Wayne Press reported that on 15 May the ERG team came to the school to assess the proposed school Improvement Plan to address the 10 findings of the review. The presentations by the staff were very well received and as confirmed by the director general, showed their commitment to school improvement. It was agreed that thanks should be passed on to the staff for all their hard work on developing the plan.

Wayne confirmed that the Improvement Plan has largely been endorsed by the director general with a recommendation that further work is to be done with the Board around governance and communication. Wayne has met with Sonja Heath, the board chair and Paul Meacock to discuss work to be done in this area.

Julie and Wayne both reported that the staff are excited to be able to start getting on with implementing the plans in the classroom.

- *ICT funding update*

Kate Wood confirmed that given the amount on the agenda this meeting, the ICT Funding proposal will be postponed until the next meeting.

- *Funding proposals & approvals*

Wayne Press discussed the following funding requests:

- *PCHF The Big Splash* – Steph Matthews has put in a funding submission for the P&C to assist with the cost of registering and purchase of the dolphin and resources required to be involved in the PCHF Big Splash initiative. The aim of the program is to educate students on wellbeing and mental health in an engaging and artistic manner.

Wayne mentioned that Steph was still investigating the program to confirm the educational value as \$1200 did seem like quite a lot of money. At this stage Steph was looking to involve the year 3 classes as the other year levels had other projects they are already involved in. Wayne mentioned that the year 4s were going to be part of the “We are 10” project and of course the year 6 have their production.

There was general support for being part of the PCHF initiative but parents had the same concerns that Steph raised over the amount of money required to be involved and the educational value. It has been suggested that the initiative is primarily a fundraising activity for the hospital. There were some questions raised as to how this fit into curriculum teaching. It was agreed that there was general support for being involved in the program if after further investigation Steph felt there was educational value and it fit with curriculum teaching.

Motion: that the P&C support Steph Matthews to further investigate the educational value of the PCHF Big Splash and its link to the curriculum and that P&C funding of up to \$1200 will be provided subject to a satisfactory outcome from those investigations. Moved by Kate Wood and seconded by Talia Teoh. Motion unanimously approved.

- Hockey goals

There has been a funding submission for the purchase of two sets of minkey goals for the school which can be used for minkey training and phys ed classes. There are 7 North Cottesloe minkey teams that currently train at the school during the week without goals that they use in the game. It was noted that what is being proposed is the purchase of flat board goals, the same that is used for the games on Saturday, so they are easy to store. Jaime Atkinson has done some investigation and can get them made for \$300.

Motion: that \$300 be made available for the purchase of two sets of minkey goals for the school.

Moved by Alex Hart and seconded by Mark Powell. Motion unanimously approved.

- Photocopier

There has been a funding submission for the purchase of a multifunction photocopier for the two story building. Currently the closest photocopier for teachers and students in the two story building is the library which can present an issue when confidential/private student reports and documents are been printed.

The photocopier is used by both students and teachers in the two story building to print, copy and scan their work.

Sue Edwards had kindly done research around the best value copier that could be purchased through the department contractor and has identified which copier she feels is the best value.

There was support for the purchase of a photocopier and discussion around investigating a copier with a passcode function that is entered at the copier and not at the computer. This is a common function in workplaces and allows copying to be stored up and collected in one go.

Wayne said he would ask Sue Edwards to look at this.

Motion: up to \$3000 be approved for the purchase of a photocopier for the two story building with further investigation to be done prior to purchase as to the possibility of a passcode function.

Moved by Alison Hewitt and seconded by Louise Cramer. Motion unanimously approved.

- *Literacy Resources funding*

Julie Pierye gave a very comprehensive overview of the work being done by the literacy committee in the development of the literacy operational plan. All the teachers have been asked to look at the literacy resources they currently have and use and suggest what new resources they would like to have. Teachers are required to submit their requests to Julie so that it can be ensured there is a consistent approach from Kindy to year 6.

There was huge support for the work that Julie has done and agreed that parents would like teachers to have the resources they need as soon as possible.

It was noted that the ReadAthon and Crazy Hair Day was specifically raising funds for literacy resources and likely to be a successful fundraiser. There was very strong support for the ReadAthon and thanks was given to the fundraising committee for their organisation.

Kate Wood thanked Julie Pierye for her hard work in this area and it was suggested that we approve some funding now so that Julie can purchase necessary resources as soon as possible. Once the amount raised from the ReadAthon has been finalised we can work out any additional funding to be provided.

Motion: up to \$5000 be made available to the school for the purchase of literacy resources in accordance with the literacy operational plan.

Moved by Kirsty Barrett and seconded by Ali Hodge. Motion unanimously approved.

5. Sub Committee Reports

5.1 Fundraising

Anna Sudlow, Brooke Goodlet and Talia Teoh gave the fundraising committee update:

- The Read-athon ends this week and a message will be sent out reminding parents to return their forms and money. It will end with the Crazy Hair Day and Stay & Play after school next Friday 23rd June. Some classes should have been contacted by their class rep requesting parents to bake something for the cake stall. There will be another Stay & Play later in the year which different classes will be asked to contribute.

There have been a number of fantastic prizes donated. Two e-readers have been kindly donated by Abode Real Estate. The prizes will be given out at assembly on Friday 23 June. Kate Wood noted that thanks will be given to the sponsors in the next newsletter.

- After feedback from the last meeting the parent function will now be a Retro Bingo night to be held on Friday 1 September. Lots of ideas were noted – 2 games of bingo, best dress prizes, air guitar competitions, DJ Bruce Dewar, silent auction, cash bar, ticket price about \$35. It was noted that a \$200 deposit needs to be paid to confirm the Retro Bingo and could that be approved.

Motion: that the Retro Bingo parent fundraising night to be held on Saturday 1 September be approved and P&C arrange the payment of the \$200 deposit to secure the bingo company.

Moved by Brooke Goodlet and seconded by Louise Cramer. Motion unanimously approved.

- Melamine Plate fundraiser is well underway with years one to four artwork now complete. Pre-primary will be completing their artwork on Friday and years 5 & 6 will complete theirs in the last week of term. The plates will go on order in the first few weeks of third term.
- Bubbler – parents are being encouraged to register for deals at bubbler.com.au - 5% of proceeds go to school.
- Scholastic Book Fair will be held in late November/early December like last year. Nicolette Beech has kindly offered to run this event again.
- Dads and Kids camping night will be held at the school on Friday 10 November. Carolyn and Stuart Owen have kindly offered to run this event again.

5.2 Canteen

Kate Wood reported from the canteen committee that there has been a change to the canteen roster system primarily to try and ensure all shifts are filled. Parents have two weeks at the end of term to choose their shift online for the following term and then the plan will be that shifts are filled by the Canteen Manager from the volunteer list.

5.3 Community Support

Nothing to Report.

5.4 Sport

Camilla Rea reported that next term Basketball will be offered after school on Mondays with Shawn Redhage. It is a basketball skills program for year 2 to year 6 students. It has been run at lots of local primary schools.

The athletics field event carnival is set for Thursday 10 August and the athletics running events carnival will be held on Scotch playing fields on Thursday 31 August. Jon Stubbs is finalising the program and will then liaise with parents to work out logistics for the day, the equipment needed, the running of the day and the number of parent helpers required.

5.5 Grounds/Eco Smart

Louise Young mentioned that it would be good to start looking for someone that would be interested in taking on the sustainability role as a separate position. Louise will liaise with Wayne Press to put an ad on Tiqbiz. She noted that the sustainability work being done will tie in with the Science Week focus this year.

Louise Young noted that it would be good to hold a busy bee to clean up the school grounds. There are a number of areas that could do with some work. Louise will look at potential dates with Wayne and get a list of areas that need attention.

Louise was given some information about a mushroom kit fundraiser that would be good to run at the school. It was proposed that it was run in line with Science Week.

5.6 Uniform

Kate Wood noted that as Jodi McIntosh mentioned earlier in the year she will be looking to transition out of the role as uniform shop co-ordinator next year. Jodi will more formally ask for interest next term but if there is anyone interested she is happy to have a chat.

Uniform Presentation

Mark Powell gave a full presentation on behalf of the Uniform Sub-Committee.

Thanks were given to the Uniform Sub-Committee for all their hard work and contribution to the uniform review. Many volunteer hours have been devoted to this project. The Uniform Sub-Committee comprises of Mark Powell, Louise Cramer, Talia Teoh, Larissa Tonkin, Miranda Edmonds and Jodi McIntosh.

The presentation covered the following:

- criteria that needed to be considered in terms of a uniform update (fabric, school colours, differentiation, consolidation, school support);
- the uniform survey results;
- the items that were considered; and
- the uniform update recommended by the uniform sub-committee.

There were samples of each of the items that were passed around for people to look at.

After the presentation there was extensive discussion as to the proposed uniform update. The main issues that were raised were:

- fabric of the jacket - warmth and water resistant;
- cost of the jacket;
- long option for the girls in the winter; and
- transition period.

Mark Powell said that the committee would take away the queries and comments and would do further investigation to try and address each one. It was noted that if the P&C is happy with the proposed uniform it would be recommended to the Board for consideration.

Motion: that the proposed new uniform, as presented at the meeting by the uniform sub-committee, be recommended to the Board for consideration.

Moved by Alison Hodge and seconded by Kirsty Barrett. Motion approved.

6. School Board

Nil report.

7. Other Matters

Kate Wood noted that the Cyber Safety Workshop will be held on Wednesday 28 June at 7pm in the library. The presentation will be given by Paul Litherland of Surf Online. For those who haven't been to one of Pauls presentations before he is a very experienced and will hopefully give lots of useful tips to parents about the latest technology and social media trends. Wayne Press noted that during the day, Paul will have a session with years 5 and 6 and also hoping to include the year 4 kids.

Kate Wood reported that Lynne Manolini is making plans for Book Week and will be putting a message in the newsletter to ask for parent involvement where required.

The meeting closed at 9.54pm.

Next Meeting is on Tuesday 1 August, 2017.