

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

General Meeting held on Tuesday 21st March 2017 at 7:30pm

1. Welcome and Apologies

Teresa McPherson, Kate Wood, Tim Otter, Rebecca Boyce Cam, Allison Hewitt, Julie Pieyre, Jean Perkins, Sonja Heath, Celia Patrick, Glenn Stannard, Louise Cramer, Mark Powell

Apologies: Camilla Rea, Louise Young, Shona Cairney, Jack Newall, Kate Akerman, Jodie McIntosh, Wayne Press, Kirsty Barrett

The meeting opened at 7.36pm.

2. Approval of Minutes

Motion: that the minutes of the Annual General Meeting held on 21 February 2017 be confirmed as an accurate record of that meeting.

Moved by Teresa McPherson and seconded by Tim Otter. Minutes approved.

Motion: that the minutes of the General Meeting held on 21 February 2017 be confirmed as an accurate record of that meeting.

Moved by Teresa McPherson and seconded by Allison Hewitt. Minutes approved.

3. Office Bearer Reports

3.1 President

Parent Liaison Meeting on Tuesday 29 March

Kate Wood confirmed that the Parent Liaison Meeting will be held on Tuesday 29 March. KW asked who had received an email about the meeting from their class reps. KW will send a reminder to those class reps that have not yet out an email asking for feedback. The responses to the questions raised at that meeting will be collated and sent back through class reps. KW confirmed that Samantha Newall has offered to arrange the process and will collate all the comments, create an agenda and prepare the response document.

Splash n Dash Update

KW advised that the Splash n Dash is now only a few weeks away and everything is in full swing. At the moment the committee is focussing on increasing the number of entries. An email will be sent out in the next few days letting people know that everyone who registers before this Sunday will go in the draw for a \$250 prize.

There is also a silent auction item (an exclusive Perth Stadium tour donated by Multiplex) which can be bid for online. Teresa McPherson asked whether there is anything specific we are raising money

for. KW said that it is a little difficult at the moment because the school is still determining its wish list and plan for P&C funding. It was agreed that we need to start having tangible items that we are raising money for.

P&C Funded Wanslea Playground and Scientist in Residence program

KW advised that the first major stage of the Wanslea nature playground has been completed and everyone at Wanslea seems to be enjoying the new space. The P&C funded Scientist in Residence program is happening and the feedback to date has been fantastic.

Action item: school update on the Scientist in Residence program at the next meeting.

Appointment of a fundraising committee

KW advised that a group of parents have offered to form a fundraising committee and take on the fundraising role this year.

Motion: to approve the appointment of a fundraising committee comprising of Georgie Gallagher, Anna Sudlow, Narelle Grincer, Louise Chapman, Talia Teoh and Brooke Goodlet. Moved by Tim Otter and seconded by Louise Cramer. Motion unanimously approved.

Canteen committee

Motion: to approve the appointment of a canteen committee comprising of Kate Akerman, Myffy Walters and Annette Crum.

Moved by Sonja Heath and seconded by Celia Patrick. Motion unanimously approved.

3.2 Treasurer

Budget

KW advised that she has spoken with Jack Newall and the P&C hasn't really changed its financial position since the last meeting.

Julie Pieyre advised that \$26,800 of P&C voluntary contributions had been received to date and that a direct deposit of that money would be made at the end of this term. KW confirmed that the P&C had not yet paid its Wanslea playground contribution or Scientist in Residence funding.

KW advised that the State election sausage sizzle and cake stall had made about \$2,100 which was a bit down on the Federal election but still an amazing effort. KW thanked Tilly Correia for all her work organising. It was noted that there was a second hand book sale at the school on election day which was arranged by an external provider and seemed to do very well. It may be something that the P&C should look at doing.

Ratification of executive approvals (BBQ's)

KW reported that the very well used school BBQs are unfortunately coming to end of their life. Peter Law has revived them for now but is unsure how long the fix will last. The P&C executive committee approved funding to buy two new BBQs (when required) but would like this to be ratified at this

meeting. It was agreed that the BBQs are very well used and should be replaced by decent BBQ's that will last.

Motion: to ratify the decision to spend up to \$1200 to purchase two new BBQs for the P&C. Moved by Sonja Heath and seconded by Rebecca Boyce Cam. Motion unanimously approved.

Other

KW noted that Daisies has been collecting money in their tip jar for the Wanslea nature playground and that they had confirmed this week they would be giving the P&C \$1,000. KW will ensure they are thanked in the newsletter and personally.

4. Principal

KW welcomed Julie Pieyre to her first P&C meeting and thanked her for coming along. KW noted that Wayne Press was on year 6 camp so could not attend. Julie read out Waynes report – see *attachment*.

Julie noted that the draft implementation plan for the ERG was in the process of being finalised and was hoping for it to be finalised by the end of the term. ERG team representatives would be meeting with school staff around May 15 to go through the plan before it is hopefully signed off and enacted. Sonja Heath asked whether the plan would be presented to parents and/or available to parents. Julie advised that some information would certainly be put on the website.

There was discussion around how the approved changes would be monitored and whether an external party would be validating achievements. Julie said the ERG team monitors the school for the full 2 year period and there are milestones to be achieved.

Julie said she was not sure of whether parents would be involved in the process when the ERG team comes back next term but assumes they will continue to be part of the process. KW noted that she has been speaking to Julie as to how the plan will be presented to parents and that it was yet to be confirmed. It was hoped that there would be some sort of presentation after the plan has been approved. There was discussion around ensuring the plan and the achievements are communicated to the community to ensure a whole school approach and confidence in the direction we are moving.

Julie noted the school was also due for an IPS review at the end of this year and a new business plan (strategic plan) would be formulated for the end of the year. The business plan is a Board document and this would certainly take into account the milestones and targets as set out in the ERG implementation plan. There was questions around workforce planning which had been identified as an issue in the ERG review and Julie confirmed this was being addressed.

5. Sub Committee Reports

5.1 Sport

Camilla Rea provided a written report:

Jon Kapler has offered to lead running club in Term 2 on Tues and Thurs mornings. Hoping to hold Tues session at school and Thurs session at Allen Park. Would love to hear from any interested

parents that would like to help him. Faction Cross Country Carnival date tbc but inter-school Cross Country is on June 13.

Hoping to have all sports for the year locked in by the end of the term. At this stage:

Term 2

Mon & Wed after school - soccer (Profootball) & AFL (TBC)

Tues & Thurs before school - running (Jon Kappler -parent and coach of WA Marathon Club)

Term 3

Mon & Wed after school - basketball (Basketball WA) & rugby (TBC)

Tues & Thurs before school - athletics

Term 4

Mon & Wed after school - softball (Softball WA) & cricket (Kidz n Sport)

KW asked for feedback on St Hildas as a venue for the swimming carnival. It was a very positive response and the areas of concern focusses on the heat and no easily accessible coffee/snack service like at Claremont. It was agreed that both venues should be considered in light of availability and structure of the carnival.

5.2 Grounds/EcoSmart

Louise Young advised the long terms problem with the boys' toilet locks had been reported but not sure yet whether it had been fixed. Glenn Stannard said that he was willing to assist if seeking a solution via Building, Management & Works proves difficult. Julie Pierye advised that she was not aware of the issue but would follow it up and attend to it as soon as possible.

Action: Julie P to investigate and attend to locks in boys toilets

5.3 Fundraising

KW advised that the newly established Fundraising Committee met yesterday and had sent through some ideas for activities and events they would like to organise:

- Hot cross bun drive (pick up on last day of school). It is not only a fundraiser but builds a relationship with Bakers Delight and could lead to cheaper purchases.
- Readathon
- Bogan Bingo – it was suggested that we call it something like 80s Bingo
- Toy store at Cancer Wellness Centre Garage Sale Trail – Cott Festival/Hullabaloo no longer happening so would be good to take part in the Garage Sale and also good for the partnership with the Cancer Wellness Centre.
- Camping Night – possibility of splitting camping night into younger and older kids so more people can participate although it was noted some families would not want to go twice
- Melamine plates for the whole school
- Walkathon – it was noted that crazy socks was a good idea last year.
- Tea towels for year 1.
- Stay and Play - Freshwater and Floreat do it as a fundraiser where one year group sells afternoon tea.

There was discussion around the benefit of establishing a fundraising target/budget. KW noted that at a recent area P&C Meeting a couple of the schools had a staff development amount that could be applied for and it was agreed that this should be considered.

Julie advised that she would talk with Wayne and Melinda Harris about coordinating a strategic planning process for ideas/projects to be considered by the P&C for funding. This was well received. It was raised that the undercover area does need upgrading and that some work had been done by Mark Powell. Mark Powell said he will show Julie the existing plans for the redevelopment of the undercover area. He noted the plans hadn't progressed in recent times because he wanted to find some schools who had been through the process with Programmed and work with the school and P&C as to the best way forward.

Action item: Julie Pieyre follow-up with school and staff as to P&C funding plan/strategy for this year.

Action item: Mark Powell to take Julie through the existing plans for the undercover redevelopment.

5.4 Community Support

No report.

5.5 Canteen

Kate W reported on behalf of the newly established Canteen Committee:

- The committee is working with new manager Helene who has settled into role well.
- My Online Canteen is causing issues and would like to consider using a different system. It was noted that if a switch was to be made it would be done at the end of the year with parents given a term's notice.
- Flap jack sales are down and the committee would like to trial some new offerings. It was agreed that they would report on plans before implementing.
- The canteen lost money last year and so Helene has been looking at prices and tracking costs with Jack Newall. There will need to be some price rises which will be notified to parents at the start of next term.

The purpose of the canteen was discussed and it was agreed that it was a service to the school and the kids but definitely need to ensure we are aiming to break even. It was noted that many schools run their canteen at a profit as a fundraising mechanism.

5.6 Uniform

No report re uniform shop.

It was noted that there have been emails in respect of changing the uniform. As was discussed at the meeting at the end of last year the yellow t-shirts (and the difficulty of keeping them in good

condition) and the possibility of discontinuation of supply of yellow shirts was the main concern. Whether white was an appropriate faction colour was also raised.

It was noted that Larissa Tonkin had done a lot of work last year in regards to the uniform and that the Board had approved for the uniform to be investigated this year.

It was suggested that a uniform committee is established to look into options and report back. Mark Powell and Louise Cramer noted their willingness to be involved. Other potential parents that had asked about uniform changes would be approached. Jodie McIntosh was happy to assist with providing her knowledge of suppliers etc but didn't want to be directly involved in looking at the options.

Action: uniform committee to be established and report back with findings and determine a plan to move forward.

6. School Board

No report.

It was asked whether there would be an announcement of the successful Board applicants and Julie P said she assumed there would be.

7. Other Matters

Parent workshops

KW noted that it was hoped that we could offer a few parent workshops this year. We already have the Cybersafety workshop planned for June but would be good to book others in. Sonja Heath suggested resilience as a topic to explore and Rebecca Boyce Cam recommended a workshop with Dianna Rigg on early years/literacy.

Julie P said that Carlene Thorpe has been working with the teachers on literacy and that she would investigate the possibility of a parent workshop.

Action: Julie P to investigate a parent workshop with Carlene Thorpe

Town of Cottesloe grants

KW noted that organisations can apply for grants of up to \$5,000 from the Town of Cottesloe. Last year we got \$3,000 for the playground redevelopment but the UV Meter application did not get funded. It was discussed and agreed that this could be worth reapplying for this again. Sonja Heath suggested applying for funds to offset some of the cost of next year's Splash n Dash.

Action: KW to ask Alex Hart to assist with drafting and submitting Town of Cottesloe grant applications

Allison Hewitt noted that grants were available for science week – up to \$500 per project/idea – which would be worth applying for. Julie P noted that Melinda Harris was probably the best person for this to be discussed with.

Protective Behaviours

Mark Powell advised he had asked for some information about the procedures in place when a “protective behaviour” incident happened in the neighbourhood – how was it reported to the school and then communicated to the school community. Wayne Press had advised him there was a private school network that shares information about incidents and he will follow up with that group and other principals in the area to ensure NCPS is included in alerts. Mark Powell suggested there should be prewritten scripts/standard responses ready to go. Celia Patrick advised she had a copy of a good example from PLC which she was happy to provide. It was mentioned that there is often a delay in NCPS reporting an incident compared to local private schools.

Julie P was asked about the protective behaviours teaching at NCPS. She said it should be taught through the Health curriculum and the plan was to make sure it was timelined into every year group. It was noted that the P&C purchased a protective behaviours kit last year which was available for use.

Julie had spoken to teachers in PP, Year 1 and Year 2 about their plans – PP plan to do a little bit each term and Years 1 and 2 will plan for term 2. She hasn't yet confirmed with other year groups but hoped to do that soon.

It was noted that given all the recent incidences, protective behaviours is something of particular importance to the parent community. There was a very well attended workshop last year and the importance of structured teaching plan in this area is important. It was raised that we have a fabulous offer of assistance from parent Lisa Wells and it was hoped that the school was utilising this resource. Louise Cramer noted that the continuity of language at home is very important and that parents would like to keep well informed as to what is being taught. Julie P agreed and said it was definitely something that is being looked at.

The meeting closed at 9.19pm

The next meeting will be on Tuesday 9 May, 2017 at 7.30pm in the school library.