

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

General Meeting held on Tuesday 21st February 2017 at 8.10pm

1. Welcome and Apologies

Wayne Press, Lisa Wells, Jules Moore, Alex Hart, Shona Cairney, Phillipa Marsden, Kate Gill, Teresa MacPherson, Allison Hewitt, Tim Otter, Louise Young, Louise Cramer, Kate Wood, Jean Perkins, Jack Newall, Jodie McIntosh, Kate Akerman, Jeremy Allan, Sally Erclve, Mark Powell, Kirsty Barrett.

Apologies – Camilla Rea, Annette Crum, Sonja Heath, Juliette Hunt, Celia Patrick, Jaime Atkinson.

2. Approval of Minutes of General Meeting held on 29 November 2016

Motion: that the minutes from the General Meeting on 29 November 2016 be confirmed as an accurate record.

Moved by Teresa MacPherson and seconded by Louise Cramer. Motion passed.

3. Reports

3.1 President's Report

Kate Wood advised:

2017 Planning

Kate Wood advised that the year will kick off with the Welcome Sundowner this Friday night which is traditionally run by the Year 6s as a fundraiser for the year 6 school camp. Many thanks to Louise Cramer and Talia Teoh for offering to organise this event and we hope to see lots of families there to enjoy the year 6 activities.

Other P&C activities for this term include:

- Ride to School Breakfast on Friday 17 March which is the start of Bike Week. Celia Patrick has kindly offered to organise the breakfast and Sally Erclve is co-ordinating the bike activities.
- Election Day cake stall/sausage sizzle will be held at the school on Saturday 11 March. Tilly Correira has kindly offered to organise this event. There will be notices on TiqBiz to ask parents to assist with baking cakes/biscuits to sell on the day.
- North Cott Splash n Dash to be held on Saturday 1 April. This will be the biggest P&C event for this term and hopefully the year.

There is an amazing team working really hard on this event led by Tina Brothers and Sonja Heath. They have arranged the necessary approvals to run the event, secured platinum and gold sponsors, arranged signs and products, set up websites and the list goes on.

We would like to see the whole school supporting this event as it is aimed at all age groups and skill levels. Please tell family and friends to come along. Parent Dean Humphrey of Humphreys Homes is a very enthusiastic platinum sponsor.

Wayne Press noted that it is a really nice way to promote the school in a healthy, positive way and as part of the broader community. Wayne said he can send the flyer around to the Shenton school area network. There will also be a table with promotional material at the Sundowner and the election day cake stall/sausage sizzle. The sponsors are in, now we just need to get numbers so the main message is "Register Now!".

Other events/activities that will happen again this year are the Walkathon, Camping Night, Year 1 Tea towels, Kindy/PP Melamine Plates and the End of Year Sundowner.

Parent Liaison Meetings

Kate Wood advised that Wayne Press will be coordinating a parent liaison meeting for the end of this term.. Towards the end of last year these meetings became a really good forum to address topics of interest. Class Reps will be guided as to the types of comments and questions that should come through this form. As with last year, one class rep will be nominated to collate the comments and create the agenda and take the minutes for circulation to parents.

3.2 Treasurer

Ratification of executive approvals

Kate Wood advised there were a number of executive committee approvals made over the holiday period to ensure certain activities could commence or continue which need ratification. Kate Wood briefly described each one.

Motion: that the following spending, which has been approved by the P&C executive committee, be ratified:

- up to \$2000 on grass for the part of the oval that was not completed by the Department of Education (the area around the ramp);
- up to \$3000 for Splash n Dash costs; and
- up to \$200 on lane rental at Claremont Pool for before school swimming training.

Moved by Louise Young and seconded by Jodie McIntosh. Motion Approved.

Kate Wood mentioned that there was some veggie patches and reticulation that were or were to be installed at Wanslea.

Motion: to approve up to \$1500 being spent on the installation of the veggie patches and reticulation at Wanslea.

Moved by Alex Hart and seconded by Louise Cramer. Motion Approved.

There was much discussion around the new lawn that was laid in the holidays by the Department of Education. It was queried whether it was safe given how uneven it is and the fact there have been some minor injuries already.

Wayne Press advised that he had asked the Department of Education contractor to review the work that was completed. He had been told the oval probably needs to be top dressed which will cost up to \$8000.

Motion: to ask the school to contact the Department of Education as soon as possible to request a review of the contractor's work and assess the safety of the oval.

Moved by Tim Otter. Seconded by Mark Powell. Motion approved.

2017 Contributions

The invoices for school fees have now gone out. It was proposed that a follow up message is sent to parents encouraging them to pay the P&C Contribution which is part of the invoice and setting out the things that are funded by the P&C.

Kate Wood noted that it would be good to get P&C Contributions back up to 90% contributions and this should be our aim this year.

4. Principal

Update on School Review

Wayne Press informed that the year has started with a number of fairly big changes – impacting the way the school looks and feels. There are small classes this year which does impact the school budgeting but allowed for far fewer split classes. There is also far less tandem teachers.

As previously mentioned, the school will no longer ask the P&C to fund teachers. The school will be asking the P&C to spend money on other things like library books, reading programs and related books, phys ed equipment, music resources and computer equipment which the school has traditionally paid for. Wayne advised he would be coming to the P&C with a detailed list of requests once the final budgets have been settled. Wayne noted that this should assist with transparency around what the P&C funds.

There are a number of new teachers in the school, including teachers from Esperance, Halls Head and a WAAPA graduate. These teachers are bringing with them new ideas but also a vibrancy to the school environment.

Julie P is one of the new Deputy Principals and has previously worked at South Coogee, Newman, Norseman and Grass Patch. Julie will be looking after early childhood and working with Wayne and the other deputy (Melinda Harris) on curriculum.

Melinda Harris is the other deputy who works three days (Monday, Tuesday and Wednesday) and Subiaco Primary School two days and has a STEM background.

Wayne said both deputies have a really strong curriculum base and knowledge of digital technologies. He said Des Naughton was on leave this term.

Communication

Wayne said TiqBiz was up and running and was being used more and more. Teachers have been asked to make it the main form of contact with parents for whole class information. Anything to do with individual children will come to parents via email or other apps such as Freshgrade and ClassDojo. At this stage class social events organised by the parents will not be promoted through the class email list.

Action – Alex Hart and Wayne Press to identify gaps in communication and develop a policy on use of TiqBiz and what communication tools should be used for different purposes.

Improvement planning

Wayne Press advised that a school development day had been held and all teachers attended. There is work being done on updating operational plans to make sure they are meeting the milestones of the ERG. There is 5 different areas being looked at which include teaching and learning environment, resourcing and relationships.

There will be an ERG update in the next newsletter.

Wayne Press confirmed that the support and enrichment programs that are not running at the school this year was a school decision and not related to the ERG. Support and enrichment should be part of the everyday teaching in the classroom and support programs were still happening around the school but in a slightly different format.

4. Sub Committee Reports

4.1 Canteen

Juliette Hunt provided the following written report:

1. The new Canteen Manger, Helene Hansen, began her role in Week 1. Helene is a wonderful addition to the school community. She is a very capable and friendly person who has continued to ensure the canteen is a fun and welcoming place for parents to help out. Juliette Hunt will be handing over the canteen rostering responsibilities in Week 5. She will also assist Helene to set up the roster for Term 2.
2. An email was circulated to whole school in the last weeks of 2016 asking for more volunteers to help out at the Canteen. Thank you to Mark Powell for designing a catchy advert that clearly hit the mark. There have been 6 new volunteers since the start of Term1 and a ground swell of support from the existing volunteers. Most of the shifts for Term 1 are covered with people now on a wait list! All the volunteers are now fully aware and supportive of the requirement for each person to be responsible for finding shift swaps.
3. The establishment of a Canteen Committee is necessary. The new manager requires Term 1 to settle into the job, get to know the parents and school community and identify issues that may require improvement.

Kate Wood thanked Juliette for doing a great job in what was a very big year for the canteen.

4.2 Uniform Store

Jodie McIntosh advised she had nothing to report but would be looking for a helper to assist with managing the work load this year.

4.3 Community Support

Shona Cairney advised there had been a great response to the appeal for shoes which will be collected in March and taken to some outlying communities of Kalgoorlie. She may do another collection later in the year.

Shona said that they will not be doing a Bandyup collection every term unless she receives an emergency call. She will organise a collection for winter clothing and bedding next term.

One class donated all the extra pens, pencils and stationery left over at the end of 2016 which was a great idea and thought should be given if this could be done in all classes.

4.4 Sport

Camilla Rea provided a written report:

There are sufficient volunteers for the Junior Swimming Carnival however would like volunteers with Bronze Medallions for the Senior Carnival in the afternoon.

The P&C is supporting Jon Stubbs with the following this term:

Swimming Training: 7:30-8:15am at Claremont Pool
Thurs only in Feb and Tues & Thurs in March
Parental assistance from Bruce Dewar and Ali Gould

Faction Swimming Carnival: Friday 3rd March at St Hilda's Pool
Junior Water Fun Day (Yr 1-2) 9.15am-11.00am
Senior Faction Swimming Carnival (Yr 3-6) 11.30-3.00pm

After-School Sport:

- Cricket (Kidz n Sport) - Monday 3:20-4:20pm (PP-YR4)
- Netball- NetSetGO (Netball WA) - Wednesday 3:20- 4:20pm (YR1-6)
- Soccer (Nick Corrigan) - Wednesday 3:20-4:20pm (PP-YR3)

Before School:

Uni-Active - Thurs (PP-YR2)

Other:

- Cycling Proficiency (Let's Ride Bike Ed Course)- Tuesday 3:20-4:20pm
- Kids Triathlon (Weet-Bix Try-athlon) - Sunday 8th April
- Mouthguard fittings (Gob Smacked) - Thursday 2nd and Thursday 23rd March 3:15-5:30pm

Kate Wood thanked Camilla Rea for all her hard work assisting with the organisation of the swimming carnivals. She also confirmed that all children in Years 1 to 6 would be given their faction swimming caps ahead of the carnival and it was theirs to keep for future years.

4.5 Grounds

Louise Young noted that it had been quite a big Grounds Committee last year which was primarily focused on built items like the toilets and ramp. She will give some thought as to what should be tackled this year in both Grounds and EcoSmart.

It was noted that the boys toilets do not have locks on all of them. Wayne was asked to ensure they are fixed as soon as possible.

Action: Wayne Press to arrange for the locks on the junior boys toilet doors to be fixed as soon as possible.

4.6 Fundraising

Kate Wood noted that we will be advertising for a fundraising coordinator or committee for this year. The fundraising events that have been set for 2017 were mentioned earlier but she thought it would be worth noting some of the suggestions that have been made 1. a stay and play on a Friday afternoon (one year group is responsible selling afternoon tea), 2. School disco 3. Wine and cheese night 4. Night markets 5. Sculptures display and sausage sizzle.

5. School Board

Alex Hart noted that the Board met last week. There has been a call for two new replacement board members and as there has been 4 nominations there will be an election/vote.

6. Other Matters

No other matters were discussed.

Meeting closed at 9.33pm.

Next meeting is on Tuesday 21 March 2017.