



## Minutes of General Meeting

Held on Monday, 9<sup>th</sup> September 2019

Time: 7.30pm

North Cottesloe Primary School Library located at 100 Eric Street, Cottesloe WA 6011

**ITEMS**

**ACTION**

### 1. Welcome and Apologies

The President declared the meeting opened at 7.34pm.

1.1. **Present:**

Name / Initials / Roles	Name / Initials / Roles
Kirsty Barrett – President	Doug Cook - Principal
Naomi Roberts – Secretary	Joanne Lewis – Treasurer
Simon Renwick – Executive Committee	John Livingston – Executive Committee
Jaime Atkinson – Playground Committee	Jean Perkins - Fundraising Committee
Talia Teoh - Fundraising Committee	Mark Powell – EcoSmart Committee
Emily Sierakowski – Sports Committee	

1.2. **Apologies:**

Name	
Anna Neuling – School Board Representative	Nyree Correia – Assistant Treasurer
Lara Bucher – Executive Committee	Jodie Manning – Executive Committee
Myffy Walters – Canteen Committee	Caroline Owen – Uniform Committee

It was noted that a quorum was present at the meeting.

### 2. Confirmation of Minutes of Previous Meeting

2.1. **Motion:** That the minutes of the previous General Meeting of North Cottesloe Primary School P&C Association held on Monday 12 August 2019 at 7.30pm to be taken as read and confirmed as a true and accurate record of that meeting.

**Moved by Doug Cook and seconded by Mark Powell. All in favour.**

### 3. Correspondence:

- 3.1. Correspondence In be received as per **attached** list.
- 3.2. Correspondence Out as per **attached** list.

### 4. Matters Arising from Previous Minutes

- 4.1. See updated table at end of minutes.

### 5. President's Report

5.1. **Science Day** - The 2019 Science Committee have thanked the P&C for their contribution. See **attached** letter.

- **EFTPOS Facilities** – it was raised that the school are borrowing Seaview Kindergarten Square Readers for events and was agreed that 3 square readers would be required for the School.
- 1 x square reader has already been purchased by Talia Teoh and has been reimbursed. 2 square readers to be purchased.

<ul style="list-style-type: none"> <li>▪ Cost of square readers are \$59 each. Quote to be prepared for next meeting and should be purchased prior to next event.</li> <li>▪ The square readers can be kept in the canteen storeroom or the school safe.</li> </ul> <p>5.2. <b>Camp Night (8<sup>th</sup> November)</b> – it was discussed that a parent is required to organise the event. Details from past years can be handed over. It was agreed due to the past years’ success that a notice on Flexibuzz/Newsletter would be distributed to seek a parent to run the night and if no parent is willing to take on the role, the event will need to be cancelled. Kirsty Barret to organise the notice.</p>	<p>Naomi Roberts</p> <p>Kirsty Barrett</p>
<p><b>6. Treasurer’s Report</b></p> <p>6.1. The Treasurer provided the <b>attached</b> Report.</p> <ul style="list-style-type: none"> <li>▪ The Treasurer advises that the P&amp;C account is well funded with the main bank account held with CBA has a current balance of circa \$77k plus term deposit of \$20k.</li> </ul> <p>6.2. <b>Laptop Lease</b> – it was raised whether the laptop lease for 12 additional laptops approved in 2018 was paid or is required to still be paid. Joanne Lewis to consult with the School.</p> <p>6.3. <b>Voluntary Contributions</b> – a discussion was held that a number of voluntary contributions remain outstanding, or parents have notified the School that they will not be paying the contribution. Doug Cook to liaise with Liz Sutherland to analyse whether there is a trend on a particular grade to determine reasons why.</p>	   <p>Joanne Lewis</p> <p>Doug Cook</p>
<p><b>7. Principal’s Report</b></p> <p>7.1. The Principal provided the <b>attached</b> Report.</p> <ul style="list-style-type: none"> <li>▪ <b>Faction Athletics Carnival</b> was, by all accounts, a great success and thankyou to parents and the Sport Committee.</li> <li>▪ <b>New procedures and guidelines</b> – currently under review and to date approved by the Board - School Dress Code, Healthy Eating Guidelines, Wet Weather procedures etc. Implementation of these procedures/guidelines will be released through the Newsletter and Website.</li> <li>▪ <b>Five 4 Five</b> - initiative adopted to reinforce the wearing of our school uniform.</li> <li>▪ <b>Student Behaviour Expectation matrix</b> - now starting to use ERIC coupons to reinforce students exhibiting the desired behaviours.</li> <li>▪ <b>Student numbers and class structure 2020</b> – currently expecting total of 376 students, about 25 more students than we have at present.</li> <li>▪ <b>Events coming up -</b> <ul style="list-style-type: none"> <li>○ Book Week: All this week</li> <li>○ R U OK Day – 12 September</li> <li>○ Interschool Athletics – 20 September</li> <li>○ Year 6 Production – 23, 24, 25 September</li> <li>○ Pupil Free Day – 14 October</li> </ul> </li> <li>▪ <b>Partnership with Swinburne University in developing emotional intelligence</b> - There is a group of schools in the eastern states that have partnered with Swinburne through the Aristotle EI Project. The EI Unit has developed a series of learning opportunities for students from year 1 – 10 that have been shown to improve the students’ metacognition and emotional intelligence. Doug Cook is consulting for North Cottesloe to be part of this project.</li> </ul>	

<p><b>8. School Board Report</b></p> <p>8.1. <b>NCPS School Board</b> – information sessions have been completed and nominations have opened for the 3 positions. There are currently 4 nominees. Process will continue to appoint the new Board Members.</p>	
<p><b>9. Cottesloe Council Traffic Safety Committee – update</b></p> <p>9.1. The President reported a Committee Meeting was held on 9<sup>th</sup> September 2019.</p> <ul style="list-style-type: none"> <li>▪ A discussion occurred regarding the date for the information session which is to be conducted at the School by the Council and a walk through can occur.</li> <li>▪ It was agreed a possible date for the information on Wednesday, 16<sup>th</sup> October 2019 at 3.15pm. Kirsty Barrett to liaise with Council on suggested date.</li> </ul>	Kirsty Barret
<p><b>10. Fundraising Committee’s Report</b></p> <p>10.1. <b>Parent Social Night – 6th September</b></p> <ul style="list-style-type: none"> <li>▪ Talia Teoh reported it was great night and the financial information is still to be assessed. Final figures will be reported at a later date. It was noted a special thankyou to the Disco Committee.</li> </ul> <p>10.2. <b>Grill’d Application</b> – waiting to collect the cheque. Jaime Atkinson to follow up.</p>	Jaime Atkinson
<p><b>11. Sport Committee’s Report</b></p> <p>11.1. <b>Athletics Carnival</b> - Emily Sierakowski reported that the Carnival was a success and special thankyou to the 50 volunteers on the day who assisted in the smooth operation of the day.</p> <p>11.2. <b>Interschool Athletics</b> to be held on Thursday 20 September. Emily Sierakowski raised holding a breakfast for the students. As it is a P&amp;C cost to hold the breakfast, Emily Sierakowski to submit funding cost to Executive P&amp;C for approval at Executive Meeting to meet time restraint.</p> <p>11.3. <b>Purchase 3 x Sports Gazebos</b> – it was raised that the School have only one or two gazebos for events such as swimming, athletics and Splash n Dash and when required, we are having to borrow additional ones from Cottesloe Primary School, which is not ideal.</p> <ul style="list-style-type: none"> <li>▪ A discussion occurred to purchase 3 sports gazebos at a cost of approx. \$1,450 each.</li> <li>▪ Jaime Atkinson noted that there could be a possibility to obtain a grant or a SunSmart grant to assist in the purchase. Jaime Atkinson to discuss with Sarah de Rozario.</li> </ul> <p>11.4. <b>Fundraising at Carnivals</b> – it was raised the possibility for future carnivals to have fundraising of a food stall with healthy food options for purchase e.g. lunch/snacks. It was agreed to keep in mind for the future.</p>	<p>Emily Sierakowski</p> <p>Jaime Atkinson</p>
<p><b>12. Canteen Committee’s Report</b></p> <p>12.1. It was noted that the Canteen Committee are rolling out the recommendations which were agreed at the P&amp;C meeting held on 12 August 2019.</p>	
<p><b>13. Uniform Committee’s Report</b></p> <p>13.1. Nothing to report.</p>	

<b>14. Grounds Committee's Report (inc Ecosmart/Playgrounds)</b> <b>Grounds:</b>		
14.1. <b>New Carpet</b> - It was reported that the carpet in the undercover area will be installed this weekend (14-15 September).		Mark Powell
14.2. <b>Wet/Dry vacuum</b> - Mark Powell raised the possibility to purchase a wet/dry vacuum to ensure the undercover area stays clean. Mark Powell to arrange quotation for next meeting.		Playground Committee
14.3. <b>Nature Playground Update</b> – Received the proposed Nature Playground Designs by Emerge for review and comment. It was agreed a Playground Committee meeting to be organised to discuss further. <ul style="list-style-type: none"> <li>▪ The President raised whether the input from the Year 6 cohort on the playground can be consulted with the proposal to ensure input has been included. Doug Cook to follow up and provide details to the Playground Committee.</li> <li>▪ The President noted that Nicole de la Motte is still working on master plan and will supply 3d images which can be presented to the Board.</li> </ul>		Doug Cook
14.4. <b>Playground Grant Application</b> - It was noted that an Application for the Stronger Communities Programme was submitted to Celia Hammond for the amount of \$20k and hope to be short listed.		
<b>15. Other Committees Reports</b>		
15.1. <b>Flexibuzz Communications</b> – it was queried if a member of the P&C (Communications Coordinator) can have access to Flexibuzz to coordinate and post announcements in relation to the P&C. <ul style="list-style-type: none"> <li>▪ Talia Teoh had raised this with Louise Cramer who would be happy to take on the role.</li> <li>▪ This would ensure announcements are posted in a timely manner and not bombard parents with too many in a short period of time.</li> <li>▪ Doug Cook to follow up and check with guidelines for P&amp;C use of Flexibuzz.</li> </ul>		Doug Cook
<b>16. Other Business - Nil</b>		
<b>17. Next Meeting</b> The next <b>General Meeting</b> will be held on Monday 28 <sup>th</sup> October 2019 at 7.30pm. The following date for the remaining of the year - Monday 25 <sup>th</sup> November 2019 at 7.30pm		
<b>Meeting Closed:</b> Meeting declared closed at 8.56pm.		

#### Action Items:

#	Outstanding Item	Action	Responsible	Open/Closed
1	<b>EFTPOS – Square Readers</b>	Prepare quote for submission at next meeting for 3 Square Readers from Officeworks.	Naomi Roberts	OPEN
2	<b>Camp Night – 8<sup>th</sup> November</b>	Organize a notice on Flexibuzz/Newsletter to seek a parent to organise the night.	Kirsty Barrett	OPEN

3	<b>Laptop Lease</b>	Consult with the School whether 12 additional laptops approved in 2018 was paid.	Joanne Lewis	OPEN
4	<b>Voluntary Contributions</b>	Liaise with Liz Sutherland to analyze whether there is a trend on a particular grade for outstanding/unpaid contributions.	Doug Cook	OPEN
5	<b>Cottesloe Council Traffic Safety Committee</b>	Liaise with Council and suggest date of Wednesday, 16th October at 3.15pm.	Kirsty Barret	OPEN
6	<b>Grill'd Cottesloe – Local Matters Campaign</b>	Follow up with Grill'd Cottesloe for chq collection.	Jaime Atkinson	OPEN
7	<b>Flexibuzz Communications</b>	Follow up whether P&C have access to Flexibuzz for posting and managing announcements.	Doug Cook	OPEN
8	<b>Wet/Dry vacuum</b>	Research and present quotation at the next meeting for wet/dry vacuum.	Mark Powell	OPEN
9	<b>Nature Playground</b>	Organise a meeting to discuss Nature Playground proposal from Emerge.  Year 6 input – follow up and provide details to the Playground Committee.	Playground Committee  Doug Cook	OPEN
10	<b>Bumper Sticker</b>	Concern not all parents with stickers have placed on cars. Arrange a Flexibuzz notice/Parent Rep email to be redistributed as a reminder.	Lara Bucher	OPEN
11	<b>Honour Board</b>	Printing of 2018 and 2019 at the end of the year.	Louise Cramer	ON HOLD
12	<b>PA system, stage, curtain &amp; flooring</b>	Ongoing – carpet installation to occur	Mark Powell	OPEN
13	<b>Charity Details</b>	Ongoing - contact with the ACNC to confirm the correct charity details of the P&C.	Joanne Lewis	OPEN
14	<b>Uniform – School Dress</b>	Query at next School Board meeting and the Uniform Committee.	Anna Neuling	OPEN
15	<b>Synthetic Grass – Wanslea</b>	Installation of synthetic grass.	Sonja Heath	OPEN
16	<b>Table Tennis Tables</b>	Purchased. Liaise with Nicole de la Motte regarding master plan and correct positioning of table.	Mark Powell	OPEN
17	<b>Middle Literacy materials</b>	Continue follow up on whether sufficient amount of sets for all children.	Douglas Cook	OPEN
18	<b>Artwork at Forrest property</b>	Liaise with Stephanie Matthews to follow up on return of artwork.	Kirsty Barrett	OPEN
19	<b>Outdoor Spotlights</b>	Follow up for outdoor spotlights installation and positioning.	Kirsty Barrett	OPEN
20	<b>Dinner Twist</b>	Promotion to commence Term 3.	Sonja Heath	OPEN
21	<b>Sponsorship Opportunities</b>	Research other school's sponsorship packs. Must be approved by Board.	Lara Bucher	OPEN
22	<b>Flexi Buzz</b>	Follow up with Alex Hart on training of Flexi Buzz and search function.	Anna Neuling	OPEN
23	<b>Wine Fundraiser</b>	Did not proceed.	Caroline Owen	CLOSED
24	<b>Cancel Kirkwood Deli Agreement</b>	Completed	Myffy Walters	CLOSED
25	<b>Submit New Constitution to WACSSO</b>	Completed	Naomi Roberts	CLOSED
26	<b>Music Instruments</b>	Linda Arnold purchased Drum Kit from Cottesloe Film Festival Funds.	Douglas Cook	CLOSED

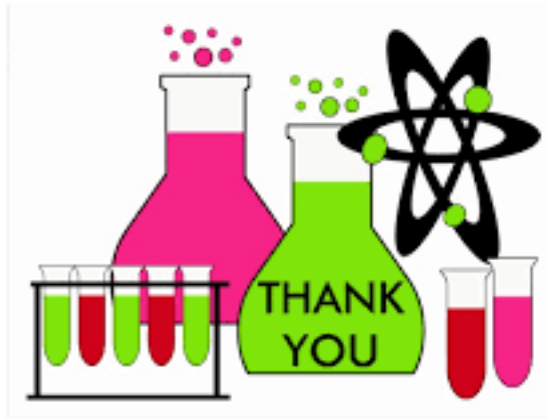
Signed:

Kirsty Barrett  
Name/Position

28 October 2019  
Date:

<b>NCPS P&amp;C Association - Correspondence Register - 2019 Inbound</b>					
<b>NO</b>	<b>DATE REC'D</b>	<b>FROM</b>	<b>SUBJECT</b>	<b>PASSED TO</b>	<b>DATE</b>
0062-19	12/08/2019	Celia Hammond	Stronger Communities Programme - Round 5	President	12/08/2019
0063-19	27/08/2019	Commonwealth Bank	Renewal Notice	Treasurer	27/08/2019
0064-19	2/09/2019	Town of Cottesloe	Creditor Remittance Advice	Splash n Dash Committee	2/09/2019
0065-19	5/09/2019	School of Canteen Association	Canteen Professional Development	Canteen Committee	5/09/2019
0066-19	5/09/2019	WACSSO	Containers for Change - WA's Container Deposit	Grounds Committee	5/09/2019
0067-19	6/09/2019	Emerge Associates	Landscape Concept Designs	Playground Committee	6/09/2019

<b>NCPS P&amp;C Association - Correspondence Register - 2019 Outbound</b>			
<b>DATE SENT</b>	<b>TO</b>	<b>SUBJECT</b>	<b>AUTHOR</b>
14/08/2019	WACSSO	Forms for New Constitution	Naomi Roberts
2/09/2019	Town of Cottesloe	Thankyou - Grant Donation	Splash n Dash Committee



Dear Kirsty

The Science Committee, on behalf of the staff and students at North Cottesloe Primary School, would like to thank the P & C for funding a very successful and exciting Science week.

National Science Week 2019 offered a real-world opportunity to enhance the level of societal understanding and engagement with space science, global space activities and the work planned by the Australian Space Agency. 'Destination Moon: more missions, more science'.

The students were vigorously engaged and the scientific concepts enhanced the science practices within the classrooms. The sessions were bright, interesting and very interactive and hands on. This resulted in students being challenged in an environment that allowed student potential to be explored and expanded.

Thank you for supporting student learning within our school.

Very kind regards  
The 2019 Science Committee



## Treasurer's Report 8<sup>th</sup> September 2019

### 1. Current statement of position

The Treasurer advises that the P&C account is well funded:

- The main bank account held with CBA has a current balance of circa \$77k plus term deposit of \$20k.
- Including fund-raising expected for the remainder of the year, less commitments and costs approved but not yet paid, overall available funds are approximately \$41k.

All figures rounded:

	AUD	AUD
Bank account balance as at 8 <sup>th</sup> Sep		77,000
Plus "rainy day" term deposit		20,000
Plus fundraising expected for remainder of 2019		25,000
Less:		
- 2019 funding approved, not yet paid	(46,000)	
- Undercover area project still to pay	(23,000)	
- Canteen wages and super accrued for term 3	(4,000)	
- Other P&C running costs provided for	(8,000)	
<b>Total uncommitted funds available</b>		<b>41,000</b>





## **P&C Meeting – 9 September 2019**

### **Principal's Report**

#### **Faction Athletics Carnival**

The carnival was, by all accounts, a great success. I'd like to thank the parents for their wonderful support of Jon Stubbs and the rest of the staff ensuring the day was so successful. I'd also like to thank the parents for their understanding and support with the unforeseen issues that required our postponing the carnival by a week.

#### **New procedures and guidelines**

Since our last meeting, 12 August, a number of new procedures and guidelines have been approved by the Board. These include:

- School Dress Code;
- Healthy Eating Guidelines;
- Wet Weather procedures;
- Community Code of Conduct;
- Student Behaviour Expectation matrix; and
- Vacations In-Term procedures;

Implementation of these procedures/guidelines is being aligned with our release them to the community through the Newsletter. As they go in the Newsletter, they also go on the website.

#### **Five 4 Five**

This is an initiative to reinforce the wearing of our school uniform. Students get a tick for each day they wear their uniform during the week. Five ticks and you get released 5 minutes early to recess on the following Monday.

Visitors to the school have commented on the improvements.

#### **Student Behaviour Expectation matrix**

All students from Years 1 – 6 suggested behaviours that aligned with our ERIV values. These were all collated by a group of Year 5 students and then refined to remove double-ups and negative language. The resulting behaviours have become the matrix.

We will now start using ERIC coupons to reinforce students exhibiting the desired behaviours.

#### **Student numbers and class structure 2020**

We have now submitted our predicted enrolments for 2020 and have begun planning a series of possible class structures. Current numbers are:

Year 6 - 42	Year 5 - 55
Year 4 - 54	Year 3 - 55
Year 2 - 53	Year 1 - 46
PP - 51	Kindy - 20

This is a total of 376, about 25 more students than we have at present. (400 would be great.)



### **Staff Updates**

Mrs Fowler is taking Long Service Leave for term 4. Ms Matthews will continue to work in the class on Fridays and pick up Thursday as well. The remaining 3 days will be filled by Ms Caielli.

We have two teachers who have indicated they will be taking Parental Leave in 2020.

### **Events:**

- Book Week: All this week
  - Guest speaker on Tuesday & Wednesday
  - Parade on Friday
- R U OK Day – 12 September
- Constable Care Incursion – 19 September
- Interschool Athletics – 20 September
- Year 6 Production – 23, 24, 25 September
- Room 6 Assembly – 27 September
- Last day of term – 27 September
- Pupil Free Day – 14 October
- Students return – 15 October

### **Partnership with Swinburne University in developing emotional intelligence**

The leadership team held a teleconference with Professor Con Stough and Maryanne Kapoulitsas from Swinburne University's Emotional Intelligence Research Unit. The EI Unit has developed a series of learning opportunities for students from year 1 – 10 that have been shown to improve the students' metacognition and emotional intelligence. This, in turn, has positive benefits for their academic and social development.

Staff have raised concerns about the resilience and emotional intelligence of many of our students and parents who attended the Resilience Seminar two weeks ago were also expressing concerns. There is a group of schools in the eastern states that have partnered with Swinburne through the Aristotle EI Project. We have asked Swinburne if they might consider including North Cottesloe in their program.

They were very receptive to the suggestion and, as we are a public school, will give us the program for free. They will come to WA to train our staff and assist us to establish baseline data to measure the progress of our students.

In addition to this, Swinburne has a series of online learning modules for staff to improve their own emotional intelligence. (The university is also currently developing a series of online modules for parents which should be available by the end of next year.)

Yes, there is a catch. We need to cover the flight and accommodation costs of Con and Maryanne.