

## Minutes of Executive Meeting

Held on 30 March 2020 at 7.30pm via Zoom Conference link

### 1. Welcome and Present

The President declared the meeting opened at 7.32pm.

#### 1.1. Present:

Name	Position
Bernard Seeber	President
Sonja Heath	Vic President
Narelle Grincer	Treasurer
Joanne Lewis	Assistant Treasurer
Naomi Roberts	Secretary
Jodie Manning	Executive Committee
John Livingston	Executive Committee
Kirsty Barret	Executive Committee
Simon Renwick	Executive Committee
Natasha Lenegan	Executive Committee
Doug Cook	Principal

### 2. Presidents Report

- 2.1. The President opened the meeting stating the aim of the meeting is to keep the Executive Committee updated events occurring at the school due to COVID-19. We must ensure that the P&C, parents and school continue to keep each other informed.

### 3. Treasurers Report

- 3.1. Discussion was held on the accounting system and ensuring Narelle Grincer (Appointed Treasurer) has access to the systems (MYOB/Bank) within the next 4 weeks.
- 3.2. It was raised that the \$150 P&C contribution by parents has not been invoiced to parents. Doug addressed that the paperwork has been prepared and was ready to send home with students however difficult as not all students at school. Further, some parents may be under financial stress given COVID-19 so further thought needs to be given on when to request the contribution.
- 3.3. **Canteen closure** – The President notified that the Canteen Committee has made the decision to close the Canteen considering Government advice. A decision now needs to be made on whether Paula is retained as an employee.

**Motion:** The Executive Committee agrees that the Canteen remains closed until further notice.

**Moved by Bernard Seeber and seconded by John Livingston. Carried.**

**Motion:** The Executive Committee agrees that a decision is to be made within the next 7 days on whether Paula is to be retained as an employee after further research on ATO financial assistance for employees. Bernard Seeber and Myffy Walters to make the final decision.

**Moved by Bernard Seeber and seconded by John Livingston. Carried.**

#### 4. Principal's Report

- 4.1. The Principal provided the **attached** report.
- 4.2. John Livingston queried whether a reimbursement will be sought from Water Corp regarding the oval and Doug stated that he is waiting on further report and then will seek reimbursement.
- 4.3. Doug stated that he is waiting on the Department of Education advice on how the distance learning curriculum will look. The school has sent out a parent survey regarding what IT access parents have at home to ensure all families can operate via distance learning.

#### 5. Fundraising Committee Report

- 5.1. The Fundraising Committee provided the **attached** report and in summary fundraising will be placed on hold for time being.
- 5.2. **Splash n Dash** - provided the **attached** report.
  - The President reported that the Splash n Dash team have met with the North Cottesloe Surf Club to discuss the possibility of the Club and School to partner in assisting of running the event.
  - Over the next few weeks, a decision needs to be made on what the connection between the Club and the school should be e.g. health, sport and the focus on the wellbeing of children.
  - A discussion was held on the Town of Cottesloe grant for \$5000 which is due end of April 2020 for the 2021 event. Discussion on whether this should be applied for Splash n Dash or utilise this grant for playground and seek a Healthways grant for Splash n Dash.

**Motion:** The Executive Committee agree that Jodie Manning, Natasha Lenegan and Sarah de Rozario research further on the available grants within the next two weeks and for Jodie, Natasha and Sarah to make final decision and apply for respective grants based on this decision.

**Moved by Kirsty Barrett and seconded by John Livingston.**

**Carried.**

- Jodie Manning raised expenses paid by her associated with Splash n Dash. The Executive Committee agreed that these should be reimbursed to Jodie Manning, so she is not out of pocket.

**Motion:** The Executive Committee agree that Jodie Manning to be reimbursed for Splash n Dash expenses. The Executive Committee further agreed any outstanding invoices to be paid for Splash n Dash.

**Moved by Bernard Seeber and seconded by John Livingston.**

**Carried.**

- 5.3. **Year 6 Fundraising** – the year 6 cohort have raised \$5,465 from the Sundowner and Cottesloe Film Festival efforts. The money was meant to be for the year 6 camp.

**Motion:** The Executive Committee agree that the funds raised to be deposited into the P&C bank account and the year 6 cohort to utilise the funds for the year 6 activities as they see fit in association with Doug Cook.

**Moved by Narelle Grincer and seconded by Kirsty Barrett.**

**Carried.**

## 6. Uniform Committee Report

- 6.1. The Uniform Committee provided the **attached** report.
- 6.2. It was agreed that winter jumpers will not be ordered given external circumstances and Naomi Roberts to inform Caroline Owen.

## 7. Grounds Committee Report (inc Playgrounds)

- 7.1. The Playground Committee provided the **attached** report.
- 7.2. The President raised that the P&C should still focus on a project. The P&C can incrementally move forward and utilise opportunity if the children are not at school to have works performed.
- 7.3. It was agreed that Bernard Seeber would obtain quotes for the continued works of the playground within the next 2 weeks to include with grants application.

**Meeting Closed:** 8.45pm.



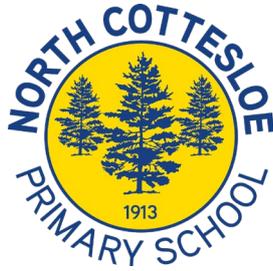
Naomi Roberts  
P&C Secretary on behalf of the President

25<sup>th</sup> May 2020

**Signed:**

\_\_\_\_\_  
**Name/Position**

\_\_\_\_\_  
**Date:**



## **P&C Meeting – 30 March 2020**

### **Principal's Report**

#### **Railway Street Forecourt**

Preparations for the development of an entry forecourt on Railway Street are well underway. To date we have:

- Moved the raised garden beds to the Room 1 & 2 site. This site has also been covered in mulch.
- Garden shed re-located to the new garden site.
- The 7000L water tank has moved to a new home in Harvey.
- The shed next to Camp Australia has been emptied and then re-filled with the contents of the shipping container.
- Paving slabs and pavers have been lifted and are now stacked adjacent to the U/C Area.
- Power and security have been disconnected to the demountable.
- Pin boards, white boards and IWB have been removed from the demountable room.
- A meeting with unions, the Department, contactors and school staff has been held to discuss the removal of asbestos containing materials. The demolition will be 14 – 17 March. The following week preparation will begin for turf, etc.

*This all assumes we aren't in lockdown.*

#### **Bike Enclosure**

The steel high jump bun rack from the sports shed, which was being housed in the bike enclosure, has been cut up and placed in the skip. The racks from behind the boys' toilets have been made good and placed into the bike enclosure. This will give us capacity for another 20 bikes.

#### **Grounds Reticulation**

The issues with the water "crossover" between mains and retic continues. Our January water bill was much larger than normal due to the leak on the WANSLEA oval.

#### **COVID Update**

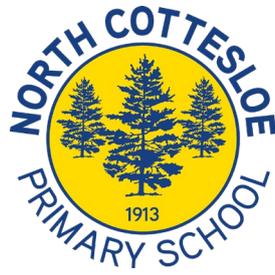
Our attendance has dropped to about 50 students. Teachers are combining classes and using the time to prepare for the coming term. We are assuming a mixed method of curriculum presentation will need to continue:

- Online solutions for those with the capability (both ICT and expertise).
- "Distance" education packs for those without online capability.
- In-school learning for the children of people who are deemed "essential services".

At present, the staff are learning as they go and there will be teething issues.

Many of the "normal" activities of a school year are no longer be viable. These include:

- Sports carnivals;
- Assemblies;
- Production;
- Etc.



### **Thank You**

We have received great support from the community during the past three weeks and would like to thank them for their ongoing encouragement during difficulty times.



**Sub Committee:** Fundraising Committee  
**Date:** 30<sup>th</sup> March 2020  
**Prepared by:** Rebecca Boyce Cam

Fundraising have disco night pencilled in for June is things go back to normal - Jean Perkins is managing and coordinating.

Art Ball is down for September Friday night and has an active team working on this. On hold till things settle down but did make some progress before pausing last week.

**Sub Committee:** Canteen Committee  
**Date:** 30<sup>th</sup> March 2020  
**Prepared by:** Myffy Walters

During Week 7, in discussion with NCPS Canteen Committee and P&C President, it was agreed that we would close the canteen for the remainder of the week due to the uncertain COVID-19 situation. On Friday of that week, in further consultation with the abovementioned parties, it was decided to re-open the canteen for week 8 of Term 1, 2020 for lunches only. The rationale behind this decision was that by having the canteen open, it could assist in reinstating some normalcy around the school and in addition, provide a helpful service to families at this difficult time.

Week 8 saw 24 lunch orders being filled on Monday 23<sup>rd</sup> March, and only 3 lunches being ordered on Thursday 26<sup>th</sup> March 2020. This being the case, it has been deemed untenable to continue to operate the canteen. As such (and again, in consultation with the NCPS Canteen Committee and P&C President), it was decided to close the canteen until further notice. A message with this information was posted on Flexibuzz yesterday. In addition, the Quickcliq calendar has been disabled, so no-one is able to order food during the closure.

With regard to management of stocks, all suppliers have been notified of our closure, and any perishable items that can be, have been frozen. The kitchen will be cleaned next week, and any fridges/freezers not being used will be disconnected from power, ready for when we re-open the canteen.

Thank you for your support and assistance in running our school canteen.

Myffy Walters  
NCPS P&C Canteen Representative

**Sub Committee:**                      **Uniform Committee**  
**Date:**                                      **30<sup>th</sup> March 2020**  
**Prepared by:**                              **Caroline Owen**

Nothing urgent, but 2 points to note:

1. I had put in lots of uniform orders a few weeks back to stock up for winter, which will now just sit in stock. Unfortunate timing as its money in stock that won't be moving immediately. Polos haven't arrived as they are still in China! So to give you an idea what is get to be received and invoices:
  - a. polos: \$7200
  - b. dresses: \$3800
  
2. PermAPleat also changed the style of the zip-up fleece. New style not great. Question is whether to stock up on the current style while they have it in stock to buy time on whether we want to move to the new style. Won't be too many jumper orders this winter if we are home schooling.
  
3. Currently have about 17 in stock of sizes 4-6 & 12, and only 10 in size 10. Do we order the remaining 18 jumpers they have in stock of sizes 6-10 (the larger sizes have slower turnover as year 6 buy leavers jumpers), approx \$1650 of stock?

Neither of these issues are all that pressing in the scheme of things. Just didn't want to be spending money unnecessary now.

Thanks

Caroline Owen



**Sub Committee:** Splash n Dash Committee  
**Date:** 30<sup>th</sup> March 2020  
**Prepared by:** Jodie Manning

Please see **below** update to the P&C regarding the 2020 North Cott Splash n Dash:

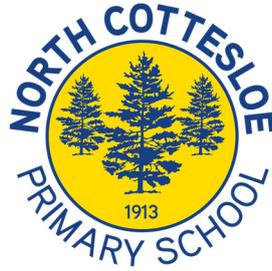
- On Monday 16 March, we announced that our 2020 event would not be proceeding due to the COVID-19 pandemic and Government directive regarding mass gatherings.
- Sadly, a string of media across local papers (including all 20 Community Newspaper publications including the Western Suburbs Weekly) was pulled.
- Team members set about tying up matters:
  - notifying relevant parties (Council, Triathlon WA, NCSLSC, Blue Chip Timing, Melanoma WA, news organisations etc);
  - offering refunds via Register Now whilst encouraging donations so we would still have a fundraising outcome for our STEM and Literacy Programs and Melanoma WA;
  - updating website and other forums;
  - discussions with sponsors (Platinum and Gold Sponsors happy for us to keep monies; Azure paying \$750; some Bronze Sponsors happy for us to keep);
  - swimming cap order was able to be cancelled with full refund; towel order was not, but we removed 2020 from the design back in January when COVID-19 became an issue so we will manage the distribution of the towels when they arrive (currently in-transit); medals had arrived so will be carried over for next year;
  - Talia and Jodie will work with Media Partner, Epigroup (\$7K in-kind sponsor) to hopefully manage some form of 2020 hero video for promotion of next year's event and further recognition for key sponsors.
- The response from the community and sponsors has been heartwarming. We await Council's confirmation that we are allowed to keep our \$5K grant but we expect that will be the case. If so, we should still realise a fundraising outcome of over \$15K.
- Over next 6 months Bernard Seeber, Jodie Manning and Kirsty Barrett will drive plans for a collaborative model for SND going forward (perhaps shifting organisational grunt to surf club, where there are paid positions – whilst school provides volunteers, PR support, maybe design and signage etc – value the good will we've built – shared profit model – school retains PR benefit with less fundraising but significantly less work – event is not sustainable as something for a school volunteer committee to continue to run).

- P&C could do some work around our core values (eg. health and connection to sea) as Doug Cook is doing with school (in terms of emotional intelligence).
- This would be perfect timing to consider a rebrand to 'WA Splash n Dash' so there is no confusion that this event is open to everyone, not just local residents.
- Ultimately need to sort storage of all equipment and signage in the one spot at NCPS/NCSSLSC.

The SND Team will prepare a 2020 Event Report (including finalised budget and discussion re succession plans) for tabling at the next P&C Meeting.

Kind regards

Jodie on behalf of the SND Team



**Sub Committee:** Playground Committee  
**Date:** 30<sup>th</sup> March 2020  
**Prepared by:** Nicole de la Motte

As means of an update on the play areas... We met 2 weeks ago and Bernard requested being given a copy of the current concept designs for the play areas prepared by Emerge, the costings prepared by Andrew Rydings, and the grant application that Sarah de Rozio prepared. I emailed him these documents last Monday and asked if he could liaise direct with Sarah to clarify a few details in relation to the grant which weren't necessarily clear or fully understood in our previous discussions. I believe Bernard was going to determine how best to apply and execute the grant once he had a chance to review this information. Bernard should have all this information but I have also added it to the dropbox file now... Let me know should you or he have any issues accessing it all please...

In terms of an update on the grounds committee, which Alana is championing, hence including her in this email to ensure I have provided an accurate update!

The concept proposal for the forecourt area and the proposed garden area where the transportables were located has been filed in the dropbox too... found here...

[https://www.dropbox.com/s/vq1srwayrq75a8v/200227\\_NCPS%20forecourt%20%2Bclass2%3A3%20concepts.pdf?dl=0](https://www.dropbox.com/s/vq1srwayrq75a8v/200227_NCPS%20forecourt%20%2Bclass2%3A3%20concepts.pdf?dl=0)

Alana arranged a busy bee over the weekend of the 21/22 March whereby the existing raised planters were cut down and relocated to the proposed garden area, some established trees were relocated or removed, or retained and pruned. I discussed with Alana how we could add some planter areas and extend the grassed area from what's is currently shown in the concept drawings (This I am still to update but have not had the time this last week- hopefully I can squeeze it in later today... watch this space...) Alana was also arranging some of the larger items (rainwater tank + sea container) in the forecourt area to be removed.... She was also undertaking reticulation to the proposed garden area. THANK YOU Alana for all your amazing efforts and morale building with those involved... much appreciated!

The existing demountable is currently being decommissioned and will be removed over the school holidays (as it contains asbestos). Following this, Doug has arranged 220sqm of astro turf funded by the Dept of Ed, to be laid in that area. Alana and I discussed metal edging to be laid (by a parent and possibly funded by P+C?) following the removal of the demountable and prior to the installation of the astroturf. The reticulation in that area will also need to be adjusted to suit... possibly by parents... The paving, entry wall and gates, along with the raised decking around the exiting tree can all be done at a later stage once funding is available. Doug will be able to confirm/update on these details, but I thought that may help provide a bigger picture of developments there...