



**MINUTES**

**Annual General Meeting Held:** Monday 22 February 2021  
**Time:** 7.00pm – 9.00pm  
**Location:** NCPS Library located 100 Eric Street, Cottesloe

**ITEMS**

**ACTION**

<p><b>1. Welcome and Apologies</b></p> <p>The President declared the meeting opened at 7.01pm.</p> <p>1.1. <b>Present:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name / Roles</th> <th style="width: 50%;">Name / Roles</th> </tr> </thead> <tbody> <tr><td>Bernard Seeber – President</td><td>Sonja Heath - Vice President</td></tr> <tr><td>Naomi Roberts - Secretary</td><td>Narelle Grincerì – Treasurer</td></tr> <tr><td>Doug Cook – Principal</td><td>Anna Neuling – Board Representative</td></tr> <tr><td>Natasha Lenegan – Executive Committee</td><td>Kirsty Barrett – Executive Committee</td></tr> <tr><td>Emma Wiese - Fundraising</td><td>Emma Judges – Fundraising</td></tr> <tr><td>Rebecca Boyce Cam – Fundraising</td><td>Alana Clarke – Grounds / Playgrounds</td></tr> <tr><td>Carolyn Owen – Uniforms</td><td>Andrea Dewar – Community Services</td></tr> <tr><td>Nicole Petrie - Parent</td><td>Anna Van Hazel - Parent</td></tr> <tr><td>Katie Tierney – Parent</td><td>Mark Johnson - Parent</td></tr> <tr><td>Victoria Vidler – Parent</td><td>Katharine Wright – Parent</td></tr> <tr><td>Doadie Bailey - Parent</td><td>Cameron Dimsey – Parent</td></tr> <tr><td>Julia Sheridan – Parent</td><td>Kate Wood – Parent</td></tr> <tr><td>Josie Heath – Parent</td><td>Joanne Lewis – Parent</td></tr> <tr><td>Anne Wylie – Parent</td><td>Jean Perkins - Parent</td></tr> <tr><td>Lynn Portman – School Chaplain</td><td></td></tr> </tbody> </table> <p>1.2. <b>Apologies:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name / Roles</th> <th style="width: 50%;">Name / Roles</th> </tr> </thead> <tbody> <tr><td>Tess McPherson – Uniform Committee</td><td>Claire McTernan – Fundraising Committee</td></tr> <tr><td>Louise Cramer - Member</td><td>John Livingston – Executive Committee</td></tr> </tbody> </table> <p>It was noted that a quorum was present at the meeting.</p>	Name / Roles	Name / Roles	Bernard Seeber – President	Sonja Heath - Vice President	Naomi Roberts - Secretary	Narelle Grincerì – Treasurer	Doug Cook – Principal	Anna Neuling – Board Representative	Natasha Lenegan – Executive Committee	Kirsty Barrett – Executive Committee	Emma Wiese - Fundraising	Emma Judges – Fundraising	Rebecca Boyce Cam – Fundraising	Alana Clarke – Grounds / Playgrounds	Carolyn Owen – Uniforms	Andrea Dewar – Community Services	Nicole Petrie - Parent	Anna Van Hazel - Parent	Katie Tierney – Parent	Mark Johnson - Parent	Victoria Vidler – Parent	Katharine Wright – Parent	Doadie Bailey - Parent	Cameron Dimsey – Parent	Julia Sheridan – Parent	Kate Wood – Parent	Josie Heath – Parent	Joanne Lewis – Parent	Anne Wylie – Parent	Jean Perkins - Parent	Lynn Portman – School Chaplain		Name / Roles	Name / Roles	Tess McPherson – Uniform Committee	Claire McTernan – Fundraising Committee	Louise Cramer - Member	John Livingston – Executive Committee	
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<p><b>2. Confirmation of Minutes of Previous Meeting</b></p> <p>2.1. <b>Motion:</b> That the minutes of the previous General Committee Meeting of North Cottesloe Primary School P&amp;C Association held on Monday 30 November 2020 at 7.30pm to be taken as read and confirmed as a true and accurate record of that meeting.</p> <p><b>Moved by Natasha Lenegan and seconded by Narelle Grincerì. All in favour. Carried</b></p>																																							
<p><b>3. Correspondence:</b></p> <p>3.1. Correspondence In be received as per <b>attached</b> list.</p> <p>3.2. Correspondence Out as per <b>attached</b> list.</p>																																							

<p><b>4. Matters Arising from Previous Minutes</b></p> <p>4.1. See updated table at end of minutes.</p>	
<p><b>5. President's Report</b></p> <p>5.1. Nil</p>	
<p><b>6. Treasurer's Report</b></p> <p>6.1. The Treasurer reported the following:</p> <ul style="list-style-type: none"> <li>▪ Income for 2020 was approx. \$245,000 which included canteen, uniform shop, fundraising efforts, sponsorship for the Splash n Dash, the voluntary contribution of parents to the P&amp;C and the Government Cash Boost</li> <li>▪ Net profit was approx. \$20,000 which included Job however this has finished due to income threshold exceeding fom last quarter.</li> </ul>	
<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>▪ Garry Butler (Gardener) has taken extended leave and will retire at the end of Term One. Brian Lund is currently replacing Garry.</li> <li>▪ Frog Pond Mini golf has replaced the actual pond and if anyone would like the pond, please contact the office.</li> <li>▪ Quotes obtained for an additional "plinth" to go beneath the tree outside Rooms 6/7.</li> <li>▪ Approval of 45m retaining wall on the South Eastern Boundary Fence which will require the footpath to be closed when works being completed.</li> <li>▪ \$27,750 for the P&amp;C contributions which equates to 185 students have been received and statements to families that are yet to pay go out this week.</li> <li>▪ Parent / Teacher meetings have been scheduled for Thursday, 25 March and will be a half day closure of teaching. Students who are unable to be collected by their parents will <u>be supervised</u> at school until 3.10</li> </ul>	
<p><b>8. School Board Report</b></p> <p>8.1. Anna Neuling reported the Board Meeting discussed the following:</p> <ul style="list-style-type: none"> <li>▪ Update COVID-19, Traffic Committee (no meetings), Financial Report and Budget.</li> <li>▪ A draft P&amp;C Funding Request prepared by Doug Cook was presented to the Board and requests what is required for school.</li> <li>▪ Draft Budget considered based on the information supplied to Department of Education.</li> <li>▪ It was noted that the three-year Business Plan is on website and the Board reports and plans to those targets.</li> <li>▪ The new Faction Shirt was also discussed with the suggestion that it is put forward to the School Council and receive input from the children.</li> </ul>	
<p><b>9. Cottesloe Council Traffic Safety Committee</b></p> <p>9.1. It was noted to date, another meeting has not been held and no update can be provided. Expected date of next meeting to be early March 2021.</p>	

<p><b>10. Fundraising Committee's Report</b></p> <p>10.1. The Fundraising Committee reported the following:</p> <ul style="list-style-type: none"> <li>▪ The Fundraising Committee reported the last day of school with the 'colour run' and activities was a great way to end the school year and will look at being continued this year.</li> <li>▪ Appointed new Committee will provide an update at next meeting of planned activities for 2021.</li> </ul>	
<p><b>11. Sport Committee's Report</b></p> <p>11.1. The Sports Committee reported the following:</p> <ul style="list-style-type: none"> <li>▪ Run club and Swimming club have commenced – see school stream for details.</li> <li>▪ Faction Swimming Carnival to be held Thursday 11 March 2021.</li> </ul>	
<p><b>12. Canteen Committee's Report</b></p> <p>12.1. The Canteen Committee provided the <b>attached</b> report:</p> <ul style="list-style-type: none"> <li>▪ Paula Hartley, Canteen Manager, has resigned. Very fortunate that Suzanne Butler stepped in at short notice to be the Canteen Manager.</li> <li>▪ Parents are encouraged to come along for a one or two hour shift to help out on any Canteen day or volunteer on their schedule class day.</li> <li>▪ A big thank you to Lisa Wells, Josie Heath, Suzanne Butler and Anne Wylie who did a big cook-up of home cooked, wholesome meals which have been frozen individually for ordering.</li> <li>▪ There have been some price increases which is the first-time prices have been increased in approximately 3 years.</li> </ul>	
<p><b>13. Uniform Committee's Report</b></p> <p>13.1. The Uniform Committee reported the following:</p> <ul style="list-style-type: none"> <li>▪ Stock will be arriving shortly and available for ordering.</li> <li>▪ Second-hand uniforms are being collected and would be appreciated for parent feedback on how a second-hand shop could be operated.</li> </ul>	
<p><b>14. Grounds Committee's Report (inc Ecosmart/Playgrounds)</b></p> <p>14.1. <b>Playground Committee</b></p> <ul style="list-style-type: none"> <li>▪ It was noted that nothing has occurred since last meeting and the newly appointed Committee will continue where it was left off.</li> </ul>	
<p><b>15. Other Committees Reports</b></p> <p>15.1. Community Services - Nourish Committee provided the <b>attached</b> report.</p> <ul style="list-style-type: none"> <li>- An overview of the program was provided and has taken 3 years to build the program. Ideally the person who take over can make it their own and seeking to replace and handover the role this year.</li> <li>- Looking for enthusiastic volunteers with a passion for community service and encourage parents to volunteer and give back to the community.</li> </ul>	

## 16. Election of Office Bearers

The Vice President stated there were a number of long-standing roles that were stepping down and thanked these people for their hard work including Myffy Walters and Caroline Owen. A special thankyou to Bernard Seeber for his role as President in 2020.

It was noted that part of the NCPS P&C Constitution, all 2020 P&C positions stand down at the AGM and need to be re-elected if continuing their roles.

The Vice President declared all positions vacant for 2021.

Nominations were received and elected as follows:

- 16.1. **President** – Sonja Heath elected unopposed.
- 16.2. **Vice President** – Kate Wood elected unopposed.
- 16.3. **Treasurer** – Narelle Grinceru elected unopposed.
- 16.4. **Assistant Treasurer** – Natasha Lenegan elected unopposed.
- 16.5. **Secretary** – Naomi Roberts elected unopposed.
- 16.5. **Executive Committee Members** – Kirsty Barrett, Simon Renwick and Joanne Lewis were elected unopposed.

## 17. Election of P&C Committee Roles

- 17.1. **Grants** – Sarah de Rozario elected unopposed.
- 17.2. **Fundraising Committee** – Sonja Heath, Claire McTernan, Emma Wiese, Emma Judges, Emma Ohana, Tori Vidler, Doadie Bailey and Mark Johnson were elected unopposed.
- 17.3. **Sports Committee** – Nicole Petrie elected unopposed.
- 17.4. **Playground Committee** – Doug Cook, Bernard Seeber, Alana Clarke and Kirsty Barrett were elected unopposed.
- 17.5. **Cottesloe Council Traffic Safety Committee** – Bernard Seeber elected unopposed.
- 17.6. **Canteen Committee** – Sonia Heath, Josie Heath, Lisa Wells and Katie Tierney were elected unopposed.
- 17.7. **Uniform Committee** – Anne Wylie, Tess McPherson and Alana Clarke were elected unopposed.

## 18. Election of Other P&C Roles

- 18.1. **EcoSmart / Sustainability** – position remains vacant.
- 18.2. **Grounds** - Alana Clarke and Julia Sheridan were elected unopposed.
- 18.3. **Nourish** - Andrea Dewar and Josie Heath were elected unopposed.
- 18.4. **Walking School Bus Co-Ordinator** - position remains vacant.
- 18.5. **Communications** - position remains vacant.

## 19. Other Business

### 19.1. P&C 2021 Meeting Schedule – agreed as follows:

TERM	WEEK	DATE
Term 1	Week 8	Tuesday 30 <sup>th</sup> March 2021 at 7.30pm <i>Please note this week will be Tuesday due to other commitments.</i>
Term 2	Week 4	Monday 10 <sup>th</sup> May 2021 at 7.30pm
Term 2	Week 8	Monday 14 <sup>th</sup> June 2021
Term 3	Week 4	Monday 9 <sup>th</sup> August 2021 at 7.30pm
Term 3	Week 8	Monday 6 <sup>th</sup> September 2021 at 7.30pm
Term 4	Week 4	Monday 1 <sup>st</sup> November 2021 at 7.30pm
Term 4	Week 8	Monday 29 <sup>th</sup> November 2021 at 7.30pm

## 20. Next Meeting

The next **Annual General Meeting and General Meeting** will be held Tuesday 30<sup>th</sup> March 2021 at 7.30pm.


**Meeting Closed:** Meeting declared closed at 8.40pm.

### Action Items:

#	Outstanding Item	Action	Responsible	Open/Closed
1	Grants	Doug Cook to follow up with Meg Klaver regarding awaiting information to complete the grant to achieve “points” for school initiatives. Once completed, seek to apply for grant.	Doug Cook/ Meg Klaver	OPEN
2	Student Representative Council – letter if support for new trial	Sona Heath sent letter to the school council. Update required if received.	Sonja Heath	OPEN
3	Terms of Reference	Naomi Roberts to send to new Committee members for their review at committee meetings and present back to P&C.	All	OPEN
4	P&C Overview to School Community	Letter and information on P&C with graphic representation on what P&C does, explanation of contributions. Send Term 1 2021.	Sonja Heath / Doug Cook	ONGOING
5	Year Group Fundraising	New Committee to supply P&C draft table regarding each year group being responsible for a fundraising event to be considered at future meeting.	Fundraising Committee	ONGOING
6	Alumni Program	Future discussion – look at Instagram volunteer.	ALL	ONGOING
7	Appointment of Auditor	Appointed independent auditor to audit accounts of P&C year ending 31 December 2020.	Narelle Grincer	CLOSED

8	<b>Appointment of Sonja Heath to Cottesloe Traffic Committee</b>	Doug to inform the Committee by letter of the appointment of Sonja Heath.	Doug Cook	CLOSED
9	<b>P&amp;C Voluntary Payment on 2021 Booklists</b>	School stream notice to send out explaining why fees are on booklists and encourage parents to pay via this.	Naomi Roberts/Doug Cook	CLOSED
10	<b>Splash n Dash – press release</b>	Press release to current sponsors.	Alana Clarke	CLOSED
11	<b>Colour Run Day</b>	Approval of Inflatable Arch and Dunk Tank.	Fundraising Committee	CLOSED
12	<b>End of Year Sundowner</b>	Casual event – BYO picnic.	Sonja Heath	CLOSED
12	<b>2021 Nourish Coordinator</b>	Role description posted on school stream seeking volunteer for role.	Naomi Roberts	CLOSED
13	<b>2021 Committee Role Planning</b>	Naomi Roberts to email current Committee with indication if members would like to continue their role in 2021.	Naomi Roberts	CLOSED
14	<b>Splash n Dash – 2021 status to database</b>	Send update to Splash n Dash database of competitors on 2021 status.	Splash n dash Committee	CLOSED

Signed:

  
Naomi Roberts  
Secretary

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Name/Position

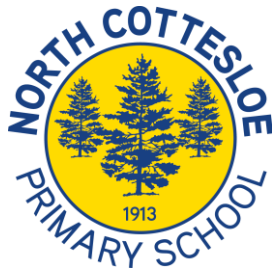
30.03.2021

\_\_\_\_\_  
Date



Correspondence (Agenda Item 3)

NCPS P&C ASSOCIATION - CORRESPONDENCE REGISTER - 2020 INBOUND					
NO	DATE REC'D	FROM	SUBJECT	PASSED TO	DATE
0052-20	27/11/2020	Commonwealth Bank	Reinvestment Notice	Treasurer	27/11/2020
0053-20	28/01/2021	Commonwealth Bank	Reinvestment Notice	Treasurer	28/01/2021
0054-20	28/01/2021	Commonwealth Bank	Renewal Notice	Treasurer	28/01/2021
0055-20	28/01/2021	Commonwealth Bank	Transaction Notice	Treasurer	28/01/2021
0056-20	28/01/2021	Commonwealth Bank	Reinvestment Notice	Treasurer	28/01/2021
0057-20	12/02/2021	Commonwealth Bank	Renewal Notice	Treasurer	12/02/2021
0058-20	12/02/2021	Commonwealth Bank	Merchant Tax Invoice	Treasurer	12/02/2021
0059-20	18/02/2021	Commonwealth Bank	Renewal Notice	Treasurer	18/02/2021
0059-20	18/02/2021	Commonwealth Bank	Merchant Tax Invoice	Treasurer	18/02/2021
0060-20	22/02/2021	Town of Cottesloe	Food Premises Risk Assessment Fee	Treasurer	22/02/2021
0061-20	22/02/2021	LW Reid	Remittance Advide - Statement	Treasurer	22/02/2021



## **P&C Meeting – 22 February 2021 Principal's Report**

### **COVID**

The Covid hiccup of Week 1 has left us playing a bit of catch-up. Other than the postponement of before school swimming training, however, we have managed to launch into the year without too many difficulties. The parents were very understanding

### **Grounds**

#### **Gardener**

Garry Butler has taken extended leave and will retire at the end of Term 1. Brian Lund is currently replacing Garry. A selection process will be held later this term for a permanent replacement.

#### **Railway Street Forecourt**

Frog Pond Mini-golf has replaced the actual pond (Does anyone want a used pond?)  
Edging placed on the northern side of the artificial turf (Thanks Alan & Brian)  
Mulch has now been placed in the gardens surrounding the turf

#### **Junior Primary**

We have received quotes for an additional "plinth" to go beneath the tree outside Rooms 6/7. This project will also require that we remove three tree stumps and re-locate the time-capsule.

#### **South Eastern Boundary Fence**

I have managed to convince the Department's Infrastructure representatives of the safety concerns regarding the boundary fence on the eastern Eric Street boundary. They have approved a 45m retaining wall to prevent the playground from further encroaching upon the footpath. The works will require closure of that section of footpath during the construction.

### **Public School Review**

Our Public School Review (PSR) was completed in early December, 2020. The review team "signed-off" on the Expert Review Group Report (ERG) of 2016 and the school is no longer under review. As NAPLAN was cancelled in 2020, we have asked the PSR to return in Term 4, 2021 to "check in" on student performance data. (This also enables us to continue the support of the Numeracy Team from Statewide Services.)

### **Collection of Funds through Booklist**

The collection of Contributions and Charges through Ziggy's book supplies has been quite successful. We have collected \$27 750 for the P&C which equates to 185 students. (The school collected \$60 Voluntary Contributions for 204 students, so the percentage also paying P&C is quite high.) Statements to families that are yet to pay go out this week.

### **Out of Hours Activities**

Following a survey at the end of 2020, we have begun working with a number of out-of-hours service providers. The survey indicated a real interest in the new areas skateboarding, chess and debating. We are currently liaising with organizations to determine the required facilities.



Redhage Basketball, Jollettes Gymnastics and Keyed Up Music have continued but we have stopped activities on the ovals while Brian Lund begins to undertake a lawn remediation program.

### **Sounds Write before school tutoring**

Before school literacy support, using the Sounds Write Program, will begin in the next couple of weeks. The team are currently completing testing to determine who which students require support.

### **Parent Teacher Meetings**

Parent / Teacher meetings have been scheduled for Thursday, 25 March. The Board has agreed to a half day closure to facilitate the process and we now need to gain approval from the Director of Education, North Metro, Jo Harris.

Students who are unable to be collected by their parents will be supervised at school until 3.10.

### **Coming Events**

- Year 5/6 Swimming Lessons - Week 4 and 5
- Room 11 Assembly - Friday, 26 February
- School Photos - 2<sup>nd</sup>, 3<sup>rd</sup> March
- Parent Liaison Meeting - Wednesday, 4<sup>th</sup> March
- Little Mermaid Opera WA incursion - Friday 5<sup>th</sup> March
- Clean Up the School Day - Friday 5<sup>th</sup> March
- Faction Swimming Carnival - Thursday, 11<sup>th</sup> March
- Room 12 Assembly - Friday, 12<sup>th</sup> March
- School Board Public Meeting - Tuesday, 16<sup>th</sup> March
- Ride to School Day - Friday, 19<sup>th</sup> March



## REPORT

**Sub Committee:** Canteen Committee  
**Date:** 22 February 2021  
**Prepared by:** Sonja Heath

### 1 Update

The Canteen Manager, Paula Hartley had surgery over the holidays and cannot currently work in the Canteen. We are very fortunate that Suzanne Butler, parent of Bailey, Hamish and Cora, stepped in at short notice to be the Canteen Manager in the interim. Thankyou Suzanne!

The Canteen was operational from the first week of term. It started with only some items for lunch and no recess and then by week 2 we were offering the full menu. The volunteer shifts have mostly been filled - with parents encouraged to come along for a one or two hour shift to help out on any Canteen day. Classes have been assigned particular days and class reps are encouraged to seek volunteers from their classes if their allocated day is without a volunteer.

A big thank you to Lisa Wells, Josie Heath, Suzanne Butler and Anne Wylie who did a big cook-up of home cooked, wholesome meals which have been frozen individually for ordering.

We provided a swimmers' breakfast last Friday for children who had been at swimming training which was well received. It will be available whenever swimming training is on a Friday.

There have been some price increases which is the first-time prices have been increased in approximately 3 years. The Committee is currently looking at the margins on all items and there may be other increases.

Lisa Wells has agreed to join the Canteen Committee and the Committee for 2021 can comprise of Sonja Heath, Josie Heath and Lisa Wells if elected unopposed.



## REPORT

**Sub Committee:** Other Committees – Community Services - Nourish  
**Date:** 22 February 2021  
**Prepared by:** Andrea Dewar

### 1 Nourish

As the majority of the Nourish volunteers are year 6 parents, I am really keen to get some more people on board to carry it into years to come.

Just to give you a bit of background, Nourish originally began as a program to help local families that might be struggling with hardship by way of providing meal trains or home help. About 3 years ago, we decided to include the kids to give them an opportunity to serve in our wider community. We began holding monthly Soup Kitchen's in the school canteen and educating the students about homelessness while preparing a hot meal to serve with a group called Homelessness; We Care in Perth CBD. In addition to the food, we often collect toiletries or non-perishable items to create small care packs to pass out.

We have about **4 volunteers** that work together each month. The roles roughly include:

- a person to collect fruit/veg donations from Second Bite (previously Food Rescue)
- a person to manage the Soup Kitchen and parent/student volunteers
- a person to take the food into Perth CBD and join Homelessness; We Care in the meal service, always with one or two other parents.
- a person to share photos and discuss the events of the service with the students in the days following the service.

**Soup Kitchen is held once a month on a Tuesday from 1-4pm and the service is from 5:30pm-7pm.**

Sadly, the City of Perth no longer allows us to bring student volunteers to the service. We are still hopeful they will change their minds about this and allow the kids to experience giving back.

Ideally, Nourish is **looking for enthusiastic volunteers with a passion for community service** and passing on that passion of giving to our children.

It works well with a leader who is organized and willing to collaborate with Homelessness; We Care in order to facilitate Soup Kitchen's, organize volunteers and Sign-Up page as well as liaise with teachers, students, classrooms and North Cottesloe's Chaplain.

Andrea Dewar  
Nourish Coordinator