



MINUTES

General Meeting Held on: Monday 10th May 2021
Time: 7.30pm – 9.00pm
Location: NCPS Library located 100 Eric Street, Cottesloe

ITEMS

ACTION

<p>1. Welcome and Apologies</p> <p>The President declared the meeting opened at 7.30pm.</p> <p>1.1. Present:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name / Roles</th> <th style="width: 50%;">Name / Roles</th> </tr> </thead> <tbody> <tr> <td>Sonja Heath - President</td> <td>Kate Wood – Vice President</td> </tr> <tr> <td>Naomi Roberts – Secretary</td> <td>Doug Cook – Principal</td> </tr> <tr> <td>Simon Renwick – Executive Committee</td> <td>Kirsty Barrett – Executive Committee</td> </tr> <tr> <td>Anna Neuling – Board Representative</td> <td>Claire McTernan – Fundraising</td> </tr> <tr> <td>Emma Judges – Fundraising</td> <td>Emma Wiese – Fundraising</td> </tr> <tr> <td>Josie Heath – Canteen Committee</td> <td>Lisa Wells – Canteen</td> </tr> <tr> <td>Katie Tierney – Canteen Committee</td> <td>Alana Clarke – Grounds Committee</td> </tr> <tr> <td>Julia Sheridan – Grounds Committee</td> <td>Nicole Petrie – Sports Committee</td> </tr> <tr> <td>Cameron Dimsey – Parent</td> <td></td> </tr> </tbody> </table> <p>1.2. Apologies:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name / Roles</th> <th style="width: 50%;">Name / Roles</th> </tr> </thead> <tbody> <tr> <td>Narelle Grincerri – Treasurer</td> <td>Natasha Lenegan – Assistant Treasurer</td> </tr> <tr> <td>Tess McPherson – Uniform Committee</td> <td>Tori Vidler – Fundraising</td> </tr> </tbody> </table> <p>It was noted that a quorum was present at the meeting.</p>	Name / Roles	Name / Roles	Sonja Heath - President	Kate Wood – Vice President	Naomi Roberts – Secretary	Doug Cook – Principal	Simon Renwick – Executive Committee	Kirsty Barrett – Executive Committee	Anna Neuling – Board Representative	Claire McTernan – Fundraising	Emma Judges – Fundraising	Emma Wiese – Fundraising	Josie Heath – Canteen Committee	Lisa Wells – Canteen	Katie Tierney – Canteen Committee	Alana Clarke – Grounds Committee	Julia Sheridan – Grounds Committee	Nicole Petrie – Sports Committee	Cameron Dimsey – Parent		Name / Roles	Name / Roles	Narelle Grincerri – Treasurer	Natasha Lenegan – Assistant Treasurer	Tess McPherson – Uniform Committee	Tori Vidler – Fundraising	
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<p>2. Confirmation of Minutes of Previous Meeting</p> <p>2.1. Motion: That the minutes of the previous General Committee Meeting of North Cottesloe Primary School P&C Association held on Tuesday 30 March 2021 at 7.30pm to be taken as read and confirmed as a true and accurate record of that meeting.</p> <p>Moved by Doug Cook and seconded by Julia Sheridan. All in favour. Carried</p> <p>2.2. Motion: That the minutes of the Special Meeting of North Cottesloe Primary School P&C Association held on Tuesday 3 May 2021 at 3.15pm to be taken as read and confirmed as a true and accurate record of that meeting.</p> <p>Moved by Sonja Heath and seconded by Naomi Roberts. All in favour. Carried</p>																											
<p>3. Correspondence:</p> <p>3.1. Correspondence In be received as per attached list.</p> <p>3.2. Correspondence Out as per attached list.</p>																											

<p>4. Matters Arising from Previous Minutes</p> <p>4.1. See updated table at end of minutes.</p>	
<p>5. President's Report</p> <p>5.1. P&C Recruitment of Parents - It was raised in the meeting that the President suggested a mid-year recruitment drive for P&C and encourage parents to join.</p> <ul style="list-style-type: none"> ▪ Suggestion for each P&C Member to try and talk to someone that is not on P&C, either a new parent or a parent of child in younger year, chat on what we do to encourage parents to join. ▪ It was raised that a P&C member to attend kindy and pre-primary induction day at end of year for following year. To be addressed towards end of year. 	
<p>6. Treasurer's Report</p> <p>6.1. Treasurer's report to be distributed after the meeting.</p>	Narelle Grincer
<p>7. Principal's Report</p> <p>7.1. The Principal provided the attached Report.</p> <ul style="list-style-type: none"> ▪ The position of Gardener / Handyperson has been filled. The successful applicant was Mr Bruno Menage. ▪ The new retaining wall and fence work on our south eastern border has been completed. ▪ The Annual Report has been approved by the Board and is now on our website and the Department's Schools Online site. ▪ The camp to Kalgoorlie was a great success. Raised query on whether an overnight stay in year 5 would be considered to prepare for year 6 camp. Doug Cook to query with teachers. ▪ NAPLAN commences tomorrow over the next two weeks. <p>7.2. The Principal raised WA Education Awards 2021 now open.</p> <ul style="list-style-type: none"> ▪ Discussion held on who the P&C would like to elect and Mrs Arnold (Primary Teacher of the Year) and Mr Cook (Primary Principal of the Year) ▪ Sonja Heath, Kate Wood, Emma Judges and Alex Hart to draft nominations and present to the next P&C Meeting and the School Board for review. ▪ More information - https://www.education.wa.edu.au/wa-education-awards 	Sonja Heath, Kate Wood, Emma Judges and Alex Hart
<p>8. School Board Report</p> <p>8.1. Anna Neuling reported the Board Meeting discussed the following:</p> <ul style="list-style-type: none"> ▪ Funding model which includes total funding for the number for the children at the school, salary and spending budget. ▪ Approved final version of Annual Report. ▪ Alana Clarke presented to the School Board the faction shirt and the ideas from children and staff. It was approved a sun smart shirt with a collar and broadly similar to what they have now. ▪ Board Election Process – there will be 2 positions available in November. Two information sessions will be held and further details to come and nominations for the positions will occur in Term 3. ▪ Discussion on the Board Code of Conduct, draft ICT Guidelines and Work from Home Guidelines (e.g., parent having a long holiday taking child out of school). 	

<p>9. Cottesloe Council Traffic Safety Committee</p> <p>9.1. Meeting still has not occurred and no update provided.</p>	
<p>10. Fundraising Committee's Report</p> <p>10.1. The Fundraising Committee provided the following update:</p> <ul style="list-style-type: none"> ▪ Scitect Night - confirmed for 22nd October (Term 3). The President and Treasurer to authorise deposit to be paid to secure the booking and present at next meeting. ▪ Grill'd Jar – donation jar to the school will be at Grill'd commencing 1 June 2021 for the month. Fundraising will notify school community. ▪ Parent Social Night – aiming for Xmas themed parent night (date TBC – possibly early August) in the undercover area at school. Entertainment includes a DJ and aim to keep it simple to allow parent socialisation and COVID uncertainty. It was raised to include a virtual ticket for those who could not attend or an online raffle to increase participation. <p>10.2. Splash n Dash 2021:</p> <ul style="list-style-type: none"> ▪ Discussion held on whether to continue with the event in 2022. It was unanimously agreed to continue as it was a great event. ▪ It was raised on the event size and whether it was no longer reasonable to expect a parent to manage. In 2020, an event manager was sourced however the cost increased and was not feasible to hold event and still make a profit. ▪ Cameron Dimsey queried the costs of the event and what entailed. He has expressed an interest to take on the role. Cameron to speak with Jodie Manning and have access to the SnD dropbox and provide update at next meeting. A Splash n Dash Committee can be established at next meeting. 	Cameron Dimsey
<p>11. Sport Committee's Report</p> <p>11.1. Nicole Petrie provided the attached report.</p> <ul style="list-style-type: none"> ▪ Interschool Swim Team Presentation Breakfast – special thank you for the freshly baked muffins and pastries which were kindly donated by Todd Keullman and Jac Harley. ▪ Cross Country – 51 parent roles throughout the day that will help Mr Stubbs run the carnival which 90% covered. Please sign up if you can assist on the day. 	
<p>12. Canteen Committee's Report</p> <p>12.1. The Canteen Committee reported the following:</p> <ul style="list-style-type: none"> ▪ New Canteen Manager – Robin Hibble has thrown herself into the role. Currently in a holding pattern on current food offerings and days of the week. Robin will present ideas for future in the next week after completing a month in the role. ▪ Canteen Orders - continually increasing and demand for the service. Considering a survey to school community on their use of the canteen and any feedback greatly received. 	
<p>13. Uniform Committee's Report</p> <p>13.1. Nil</p>	
<p>14. Grounds Committee's Report (inc Ecosmart/Playgrounds)</p> <p>14.1. Playground Committee</p> <ul style="list-style-type: none"> ▪ The Playground Committee was informed that the tunnel project was passed by Special Meeting of P&C on 3 May 2021. The supplier will be notified, and the tunnel is progressing. Aim to complete by 30 June 2021. 	

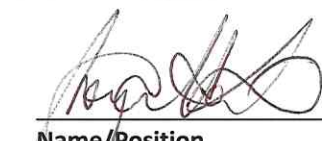
<p>15. Other Committees Reports</p> <p>15.1. Communication – P&C Facebook page – Emma Weise has set up and 5 people on P&C were nominated as admin to monitor the page. Ideally one person from each committee to be ad admin. P&C to finalise rules for the Facebook page at next meeting e.g. refer to people to school stream for details of event, no children’s pictures etc. The Facebook page is only for P&C to promote activities.</p> <p>15.2. Class Rep’s</p> <ul style="list-style-type: none"> ▪ What’s App Group - It was noted that a What’s App Group has been created for class rep’s to be notified of announcements easily and then each class rep can post accordingly on the class What’s App Group. ▪ Parent Liaison Meeting – Feedback from parents on Parent Liaison Meetings was that information was not being passed back to parents. It was decided that an ‘open meeting’ for parents to attend held once per term. The first meeting on <u>Wednesday 16 June</u> and Doug Cook to discuss Annual report. 	Sonja Heath
<p>16. Other Business</p> <p>16.1. Terms of Reference - The Canteen, Fundraising, Sports Committees have reviewed the Committee Terms of Reference.</p> <p>Motion: To approve the Term of Reference for the Canteen Committee, Fundraising Committee and Sports Committee.</p> <p>Moved by Sonja Heath and seconded by Naomi Roberts. All in favour. Carried</p> <ul style="list-style-type: none"> ▪ Uniform Committee – to review and be approved at the next meeting. 	
<p>17. Next Meeting</p> <p>The next General Meeting will be held <u>Tuesday 8 June 2021</u> at 7.30pm due to Monday being a public holiday.</p>	
<p>Meeting Closed: Meeting declared closed at 9.13pm.</p>	

Action Items:

#	Outstanding Item	Action	Responsible	Open/Closed
1	Terms of Reference	Uniform Committee TOC to be approved at next meeting.	Uniform Committee.	OPEN
2	P&C Overview to School Community	Sonja Heath and Doug Cook to distribute overview of P&C. Julia Sheridan can pull together graphically. P&C Committee to review content.	Sonja Heath / Doug Cook/ Julia Sheridan	OPEN
3	Solvency Certificate	Final Certificate to be provided to Bernard Seeber for sign off as previous Present.	Narelle Grincer/Bernard Seeber	OPEN
4	MYOB Subscription Fees	Natasha Lenegan to review subscription cost.	Natasha Lenegan	OPEN
5	WA Education Awards 2021	Draft nominations and present to the next P&C Meeting and the School Board for review	Sonja Heath, Kate Wood, Emma Judges and Alex Hart	OPEN

6	Splash n Dash 2022	Cameron Dimsey to discuss event with Jodie Manning and whether on interest to take on the role for the event.	Cameron Dimsey	OPEN
7	P&C Facebook Page	Formalize Rules for the page and agree at next meeting.	Sonja Heath	OPEN
8	Alumni Program	Future discussion – look at Instagram volunteer.	ALL	ONGOING
9	Grants	Applications have been closed.	Doug Cook/ Sarah de Rozario	CLOSED

Signed:



 Name/Position
 Sonja Heath
 President.

 Date 7/6/21.



Correspondence (Agenda Item 3)

NCPS P&C ASSOCIATION - CORRESPONDENCE REGISTER - 2021 INBOUND

NO	DATE REC'D	FROM	SUBJECT	PASSED TO	DATE
0012-21	1/04/2021	Commonwealth Bank	Renewal Notice	Treasurer	1/04/2021
0013-21	19/04/2021	WACSSO	Affiliation Report	Secretary	19/04/2021
0014-21	22/04/2021	Commonwealth Bank	Reinvestment Notice	Treasurer	22/04/2021
0015-21	22/04/2021	Commonwealth Bank	Merchant Tax Invoice	Treasurer	22/04/2021
0016-21	22/04/2021	Town of Cottesloe	Volunteer Sundowner	All Committee	22/04/2021
0017-21	27/04/2021	Grill'd	Grill'd Jay Approved	Fundraising	27/04/2021
0018-21	30/04/2021	WACSSO	Term 2 Week 2 WACSSO eNews	Secretary	30/04/2021
0019-21	1/05/2021	WACSSO	Affiliation Invoice 21348	Treasurer	1/05/2021
0020-21	3/05/2021	Town of Cottesloe	Confirmation for TOC Grant received	President	3/05/2021

NCPS P&C ASSOCIATION - CORRESPONDENCE REGISTER - 2021 OUTBOUND

DATE SENT	TO	SUBJECT	AUTHOR
23/04/2021	Grill'd	Application - Cottesloe Grill'd Local Matter's Programme	Emma Judges
30/04/2021	Town of Cottesloe	Application - Grant	Sonja Heath



P&C Meeting – 10 May 2021 Principal's Report

Grounds

Gardener

The position of Gardener / Handyperson has been filled. The successful applicant was Mr Bruno Menage. Bruno has an extensive work history with the Town of Cottesloe and a number of horticultural and machinery qualifications.

Oval Remediation

There has been significant re-growth on the WANSLEA Oval in the remediation program. Mr Menage has also been actively addressing the encroaching Parramatta Grass issue on the top oval and seems to be winning that particular battle.

South Eastern Boundary Fence

The new retaining wall and fence work on our southeastern border has been completed. This work also involved the re-location of limestone blocks from the south-eastern corner of the basketball court.

Minor Flooding

Last week's heavy rain highlighted drainage issues around Room 4 and leaks in Room 1. These have been reported as faults.

Annual Report 2020

The Annual Report has been approved by the Board and is now on our website and the Department's Schools Online site.

Year 6 Camp

The camp to Kalgoorlie was a great success. The Kalgoorlie Camp School, which is managed by Fairbridge, had made some last minute adjustments to the accommodation arrangements. They had allocated rooms, originally promised to us, to the Fairbridge School. This meant there were insufficient beds available and 3 staff slept on mattresses on the floor. The Recreation Room had been converted into a dormitory for the boys which left us with no space for viewing films or other evening events. In light of these issues, we will investigate an alternative destination for the 2022 camp.

Coming Events

- NAPLAN, Years 3 & 5 - Begins Tuesday, 11 May
- Cross Country Carnival - Wednesday, 12 May
- Sport Practice @ Jasoer Green - Friday, 14 May
- Parent Liaison Meeting - Wednesday, 19 May
- BUZZ Ed Incursion - Thursday, 20 May
- Board Meeting - Tuesday, 25 May
- Gina Williams incursion - Tuesday 25 May
- Historical Figure Dress Up Day - Thursday, 27 May



REPORT

Sub Committee : Sports Committee
Date : P&C Meeting - 10 May 2021
Prepared by : Nicole Petrie

1 Interschool Swim Team Presentation Breakfast

The Interschool Swimming Team had their final training session on Tuesday 30th March followed by a breakfast where each of the 38 competitors were presented with their school swimming cap. This was also an opportunity for the group to thank the parent volunteer swim coaches.

Freshly baked muffins and pastries were kindly donated by Todd Keullman and Jac Harley. The P&C funded fruit platters and gifts for the coaches costing \$108.66

2 Interschool Swimming Carnival - Shenton Network Primary Schools A Division

The Interschool Swimming Carnival was held on Wednesday 31st March at HBF Stadium. The school competed against Rosalie, Swanbourne, Freshwater Bay and Nedlands Primary Schools. The swimmers had a fabulous day and the school won the Carnival!!!

Congratulations and thanks must go to all our swimmers, coaches and of course Mr Stubbs. The training sessions with our amazing parent volunteers and Mr Stubbs twice a week certainly paid off!

3 NCPS Cross Country Carnival

The Cross Country Carnival is scheduled for Wednesday May 12th at Allen Park. Children in years 1-6 will complete a cross country course and earn points for their faction team. There are a total of 51 parent roles throughout the day that will help Mr Stubbs run the carnival and ensure it is a fun event for our students.

SPORTS COMMITTEE