

## Edney Primary School Parents & Citizens Association Inc.

204 Newburn Road HIGH WYCOMBE WA

(08) 9454 8377

[edneyprimaryschoolpandc@hotmail.com](mailto:edneyprimaryschoolpandc@hotmail.com)

[www.edneyps.wa.edu.au](http://www.edneyps.wa.edu.au)



### General Meeting Week 9, Term 3

Edney Primary School Library

Tuesday 12th September 2017

#### 1.0 Welcome and apologies

##### 1.1 Opening and welcome –

Welcome and president acknowledges that we abide by the Edney Primary School P&C Code of Conduct – copies on the table.

##### 1.2 Apologies / absentees

**Attending:** Valda Anne Taipari, Rachelle Cook, Adele McMenamin, Lisa Withers, Jan Cresswell, Charis Calleja, Susan Swaby, Michelle Hasselbacher, Linley Martin, Steve Rapps, Lauren Irving, Gabby Friday, Donna Schwinkowski, Erica Moore, Aaron Chaplin, and Kate Malkiewicz.

**Apologies:** Shauna Reynolds, Leanne Wallace-Gibb.

**Meeting opened at 7:04pm**

##### 1.3 Confirmation of agenda – no additions/changes.

##### 1.4 Correspondence In & Out

###### IN:

- Disney email – licence request rejected
- Email invite to Sundowner
- 2 emails – safety house confirmations
- Letter re business registration name
- Receipt for WACSSO Conference
- Bendigo Bank EFTPOS statement
- Naturescape letter/advertising from WACCSO

###### OUT:

- Email Invite to Sundowner
- Safety house letter – database confirmation (ERICA)

**Motion:** To accept correspondence in and out.

**Moved:** Kate Malkiewicz 2<sup>nd</sup>: Lauren Irving – Carried.

#### 2.0 Disclosure of interests

2.1 No real, perceived or potential conflicts of interest were identified by any member in relation to items on the agenda.

#### 3.0 Minutes of previous meeting

3.1 Previous minutes accepted as true and correct, pending correction (date at the end of the minutes).

**Moved:** Valda Anne Taipari 2<sup>nd</sup>: Erica Moore.

Executive Meeting Minutes amendment – sending out with minutes of general minutes.

##### 3.2 Actions arising

**Review progress on actions arising from the previous meeting, including identifying any outstanding actions, date to be completed and who is responsible for ensuring completion.**

###### • Fathering Project –

Draft poster circulated. Approved by P&C and Principal for circulation. Will be posted on noticeboards, classes and a small note sent home also.

###### • Bike Safety-

Will run in school. Suggestion for year 2 and up only, something to look forward to? Time & money will determine the program and years. Operational matter for the school to determine, no longer a P&C topic.

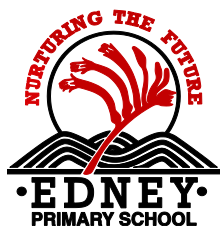
#### 4.0 President's Report

- See attached report/briefing notes.

- WACSSO conference briefing. Well worth attending and the Presidents workshop was informative.

Suggestion for the Code of Conduct to be on the back of the attendance sheet that Edney may adopt.

Discussion about other hairy issues P&C's at other schools have faced such as blank cheques, misalignment of groups, quorums not being achieved, canteen menus, outsourcing canteen menus.



## Edney Primary School Parents & Citizens Association Inc.

204 Newburn Road HIGH WYCOMBE WA

(08) 9454 8377

[edneyprimaryschoolpandc@hotmail.com](mailto:edneyprimaryschoolpandc@hotmail.com)

[www.edneyps.wa.edu.au](http://www.edneyps.wa.edu.au)



**Treasury workshop** – no blank cheques, don't pay cash for things audit trails. Keynote speakers were inspiring. Tidy HQ a great tool to run P&C's. Report to follow about this tool for succession planning.

### 5.0 Principal's Report

- Term 3 a marathon. Thank you to everyone who contributed to the success of NAIDOC day, Open Night, the Sports carnivals and Father's Day stall. It couldn't be done without all the support!
- School hats – board changed dress code this year, school hats compulsory, and compulsory to wear all year around. Susan Swaby, Lauren Irving, Michelle Hasselbacher & Aaron Chaplin – Uniform Committee, considered all hats and now down to one particular style. Showed a sample, black on the outside and reversible to the faction colour. Name tag hidden under a flap, with a toggle to keep the hat on the outside & adjustable, 4 different sizes also. Going into production after an Edney logo sample is given to the committee to approve. Pre-primary to year 6. School will purchase the left over Lowes stock to give to kindy kids. Roughly same price as now, roughly \$15. The school will purchase the hats for each child. The school will keep a limited stock of hats in the front office to purchase.
- Thanks to P&C for contributing to swimming lessons (reducing it by \$10 per child) weeks 3 & 4 next term at Belmont Oasis
- Staffing & class placements being done atm. Single year levels throughout the school. First time ever 4 kindy groups, kindy red gold green and blue. More enrolments in 2018 than when we had year 7 at Edney.
- Requests in writing for consideration for class placements open. No specific requests for teachers ever considered.
- Staffing - recruitment concluded for 2018 today. Welcome Rachele Cook our Library officer – 70 other applicants applied.
- Aboriginal & Islander Education officer Deanna Hoy on a Wednesday & Thursday.
- Computer Network Administrator has been appointed and will start next term. To be advised of successful applicant as Principal not involved in this process – 2 days a week.

### 6.0 School Board Report

- Minutes on the website, please read if you would like. Website has some issues at the moment, but it will be updated/fixed as soon as possible. Please request minutes and can be sent via email in the meantime.
- Parent representative vacancy – please contact the Principal or Board chair if you are interested in taking up the position or for further information.
- Behaviour and bullying policy survey being distributed electronically – please take the time to let the school know what you think.

### 7.0 Governance Report

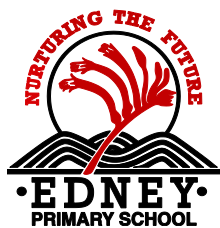
#### 7.1 Workshop and discussion regarding meeting procedures and scripts – Susan Swaby

- Taken from WACSSO and copies at all meetings available for viewing. Also based on presentation from last P&C meeting.
- In an effort to follow correct procedures, standing orders are outlined, as well as a meeting script & how to formulate a motion so that it is heard, understood and all are allowed to speak for and against.
- WACSSO – dispute resolution policy is explicitly set out in the new constitution so we do not need to formulate our own. New constitution soon.
- Next meeting we will adopt the new guidelines for running the meetings.
- Can we consider adding in a welcome to country at P&C at our meetings at Edney?
- Chair used as term, not president as others may step into chair position in a meeting on the scripts.

### 8.0 Treasurer's Report

#### 8.1 Figures for July/August, refer to reports

- No questions. Amendment due to column input error, and swimming lessons were added as \$3,000 instead of \$3,500.00 (of the available balance amount in the report to \$28,927.56).
- All reports to be accepted at the end of the meeting.
- Folder of bank statements are available for viewing if requested.



## Edney Primary School Parents & Citizens Association Inc.

204 Newburn Road HIGH WYCOMBE WA

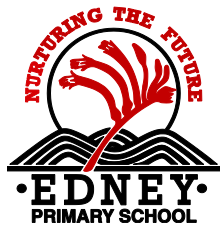
(08) 9454 8377

[edneyprimaryschoolpandc@hotmail.com](mailto:edneyprimaryschoolpandc@hotmail.com)

[www.edneyps.wa.edu.au](http://www.edneyps.wa.edu.au)



<b>8.0 Canteen Report</b>
<p><b>8.1 See report</b> No questions regarding the report.</p> <ul style="list-style-type: none"> <li>• Sports day fundraising amount made \$1,183.00 approximately</li> </ul>
<p><b>8.2 Computer purchased for Canteen as per previous motion –</b></p> <ul style="list-style-type: none"> <li>• Laptop purchased with a laptop bag. Executive meeting minutes to be distributed.</li> <li>• Month free trial of Microsoft windows, \$119 per year for the software.</li> <li>• AVAST antivirus, free program will be used.</li> <li>• Canteen Manager will learn how to use the laptop, as well as volunteers, in particular President/Treasurer.</li> <li>• Accounts will be entered in at the canteen, straight away, and parent accounts will be updated more easily of their balance.</li> <li>• Request for help by volunteers/office bearers to help in the transition period.</li> <li>• Accounts system to change from no credit offered. Only accounts with a positive balance</li> <li>• In the newsletter, a note will be sent out this week (draft needs to be in tomorrow for approval by Principal, secretary to draft)</li> </ul>
<p><b>8.1 Motion: <i>To implement a no credit policy in the canteen to come into effect as of term 4, 2017 for families and staff.</i> Moved: Lauren Irving, 2<sup>nd</sup>: Kate Malkiewicz, Carried.</b></p>
<b>9.0 Fundraising Report</b>
<p><b>9.1 See report</b></p> <ul style="list-style-type: none"> <li>• Amendment to the figures. To be sent out with minutes. <ul style="list-style-type: none"> <li>○ These were Father's day stall amended amount</li> <li>○ Sports day total profit amended</li> <li>○ Telethon tubs no change</li> </ul> </li> <li>• Term four plans, free dress day – Fundraising Committee Convener (Lauren) to make up a note.</li> <li>• Quiz night in term four, planning underway.</li> </ul>
<p><b>9.2 Quiz night</b></p> <ul style="list-style-type: none"> <li>• Feedback that the quiz night was not open discussion and concerns raised respectfully by a member regarding the serving of alcohol, the cost to families, and that it's an 18+ event, not a family event. What message does this send to children and the community? What is the money raised going towards? Who is responsible for the duty of care?</li> </ul> <p><b>Discussion:</b> The event is 18+, after 7pm, not on the school grounds, and the 2 servers of alcohol will have Responsible Service of Alcohol Licences, adhering to their stringent guidelines. The conditions of the liquor licence will all be addressed, and alcohol not opened can be returned for a refund, P&amp;C has liability insurance via WACSSO membership.</p> <p>There have been successful quiz nights without alcohol sold that raised \$7,000 and have been family events. Many other schools have 18+ quiz nights.</p> <p>Money isn't allocated to any goals as yet, however it can go towards the next year in the kitty, due to the canteen losing money, and to subsidise the canteen. The P&amp;C has spent more than it's earned this year.</p> <p>If you want to make decisions, become involved in the subcommittee. The finer details are decided on by the subcommittee. No decisions can be made if everyone is involved in the P&amp;C at every step of the level. The job of fundraising is for the Fundraising committee. Knit picking over every detail means nothing would ever be decided upon with confidence.</p> <p>The script for meetings is a way that we can try to avoid people feeling like their opinions aren't heard. When a motion is moved, there is time to talk for, against and then vote. A decision may not be made at this time as more research/discussions need to be made.</p> <p>In the past, we may have failed in this regard to considering all sides of a discussion. The P&amp;C were thanked for their respectful conversation regarding this discussion.</p>



## Edney Primary School Parents & Citizens Association Inc.

204 Newburn Road HIGH WYCOMBE WA

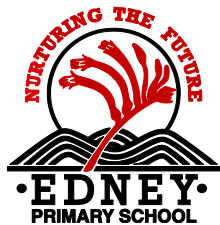
(08) 9454 8377

[edneyprimaryschoolpandc@hotmail.com](mailto:edneyprimaryschoolpandc@hotmail.com)

[www.edneyps.wa.edu.au](http://www.edneyps.wa.edu.au)



<b>11.0</b>	<b>Fete Report</b>
11.1	<ul style="list-style-type: none"> <li>No fete meeting held yet.</li> </ul>
<b>11.0</b>	<b>Safety House Report</b>
11.1	<p>See report.</p> <ul style="list-style-type: none"> <li>Show was on Friday for the students and it was lovely.</li> <li>Treasurer to confirm if show is paid for yet.</li> <li>Every 2<sup>nd</sup> year the show will be scheduled.</li> <li>Booklets arranged and will be sent out by school when finalised.</li> </ul>
<b>11.0</b>	<b>Scholastic Book Club Report</b>
	See report.
<b>12.0</b>	<b>Motion: To accept and approve all reports. Moved: Kate Malkiewicz 2<sup>nd</sup>: Adele McMenamin– Carried.</b>
<b>13.0</b>	<b>Other business</b>
13.1	<ul style="list-style-type: none"> <li>Breakfast club trial to be started in the future in the canteen– suggestion to not call it “breakfast club”, but “breakfast service” as it will be at a cost and not to be confused with the free service available to students some mornings of the week at Edney.</li> <li>Online Canteen is the next project for the canteen, to be researched first.</li> <li>Comment regarding concern for the amount of work taken on by volunteers. Be aware of the workload you are taking on and the need for balance in your life.</li> </ul>
<b>14.0</b>	<b>Round Table Evaluation</b>
14.1	<ul style="list-style-type: none"> <li>Michelle Hasselbacher summarised the meeting, noting that everyone was listened to and concerns were dealt with positively, we covered a lot of ground. It is much better having the reports beforehand to look at and read.</li> </ul>
<b>15.0</b>	<b>Next meeting</b>
	<b>Tuesday 24<sup>th</sup> October, 2017. Week 3, Term 4.</b>
<b>16.0</b>	<b>Meeting closed – 8:15 pm</b>



## Edney Primary School Parents & Citizens Association Inc.

204 Newburn Road HIGH WYCOMBE WA

(08) 9454 8377

[edneyprimaryschoolpandc@hotmail.com](mailto:edneyprimaryschoolpandc@hotmail.com)

[www.edneyps.wa.edu.au](http://www.edneyps.wa.edu.au)



### Presidents Report 12 September 2017 Week 9

This term I have had the pleasure of being part of the WACSSO Conference. I learnt a lot about P&C, my position and what a privilege it is to be part of. I would urge anybody who wanted to take a more invested role in the P&C to consider participating.

Wasn't NAIDOC Day brilliant, cold for the performers but brilliant! I learnt so much more about the indigenous culture with the help of Moorditj Mob. All my children came home doing some sort of performance or telling a story while dancing. I really hope that NAIDOC day becomes an event that we can continue with in the future.

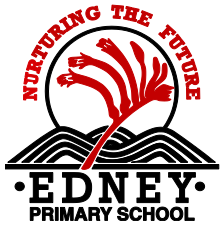
Congratulations to Rachelle our treasurer who is now Mrs Cook the librarian. After learning Rachelle was successful and had taken up the helm in the library I asked Emily my 5 year old if she calls Rachelle, Mrs Cook to which she replied "who's Mrs Cook?" I hope Emily is getting accustomed to the formality but I dare say old habits die hard.

Since Rachelle has had to readjust her priorities, Lauren has stepped up and taken lead with the Fundraising committee. Thank you Lauren for taking on the role and for all your arduous work. What a significant effort from Fundraising on Sports Day considering battling the weather was NOT on the schedule – I checked. Well done to everyone on the oval.

To help I have extended my role into fundraising for a couple of events. I co-ordinated with fundraising and Jan Cresswell to execute the Tropical Jungle Themed Open Night Sausage Sizzle, we were lucky enough to have staged by some of Edney's Awesome Mums. I have taken on the Edney Quiz Night along with Bonnie Kelly. The Quiz Night which is 18+ will be held at the Rec Centre. After sourcing out quotes for hiring tables etc., it became very clear that the Rec Centre was going to be the most cost effective. EFTPOS will still be available, and its location can only be overshadowed literally by Edney. November, so keep an eye out for our stunning posters coming soon – we expect to see a lot of Edney Parents there.

We have a brand-new laptop in the Canteen, thank you to Donna and Wayne Schwinkowski who sourced it and then got it functional! Also recognition to the P&C who granted the right to purchase the laptop moving the canteen into a new era (if we could just find the time to replace the broken casing for the till Jan?). From now on all accounts, notes, emails, order forms, templates can be stored, work on and updated on the laptop in the canteen. Thank you Edney P&C for seeing the need and giving the canteen a much-needed electronic upgrade. I can't wait to have it fully functional.

With just over 1 more week left in the term, if I don't see you, I wish you all a happy break and see you safe and sound ready for the final term of 2017.



## Edney Primary School Parents & Citizens Association Inc.

204 Newburn Road HIGH WYCOMBE WA

(08) 9454 8377

[edneyprimaryschoolpandc@hotmail.com](mailto:edneyprimaryschoolpandc@hotmail.com)

[www.edneyps.wa.edu.au](http://www.edneyps.wa.edu.au)



### Presidents Workshop WACSSO Conference – Notes

The WACSSO session provided some very enlightening information. Kylie, who is the president of the association was also the speaker for us today.

Discussions were varied.

An idea that had a lot of merit was having the code of conduct printed off on the back of the attendance sheet. Something that would resonate with us as a P&C.

Brief talks about misalignments of meetings caused by fractured groups which in turn led to the inability to hold a quorum.

The importance of holding a face to face meeting using video calling is acceptable when making executive decisions, but not over the phone or email.

Not to sign off on blank cheques was a highlighted point she couldn't stress enough. Jail time is the reward for theft!

Problems other schools are facing ranged from an over bearing principal, over throwing meetings, difficulties with personalities, but what most people needed advice on was their school canteens.

Trouble changing the canteen menus with the current staff.

Knowing and understanding that our canteen supervisor is the supervisor and the P&C is the manager.

Some schools have opted to contract people to run the school canteen instead of the P&C, which has stipulated that the school cannot do any food fundraising!

We had discussions about our role, but probably more about being effective, being a leader and have succession planning in place for when that time comes to an end.

*Valda-Anne Taipari*

President