

Edney Primary School Parents & Citizens Association Inc.

204 Newburn Road HIGH WYCOMBE WA

(08) 9454 8377

edneyprimaryschoolpandc@hotmail.com

www.edneyps.wa.edu.au



General Meeting Week 8, Term 4

Edney Primary School Library

Tuesday 28th November, 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 & welcome to country where the past, present and emerging custodians of the country are welcomed.

Note: The Governance Committee have put forward a new structure/script of how we conduct our meetings. It will be followed tonight and any feedback at the end of the meeting, positive or negative will be appreciated.

1.2 Apologies / absentees: Leanne Wallace-Gibb, Lisa Withers, Adele McMenamin, Gabby Friday.

Attending: Rachele Cook, Valda anne Taipari, Charis Calleja, Aaron Chaplin, Shauna Reynolds, Lauren Irving, Tambri Farrar, Bonnie Kelly, Susan Swaby, Steve Rapps, Michelle Hasselbacher, Donna Schwinkowski, Jan Cresswell, Erica Moore, Kathleen Whisson, Linley Martin, Matthew Cadd and Kate Malkiewicz. **Meeting opened at 7:04pm**

1.3 Confirmation of agenda – no changes.

1.4 Correspondence In & Out

IN:

- WACSSO News issues 4 & 5
- Holyoake Drumbeat Program
- Bendigo Bank Oct-Nov Merchant fees statement
- Mrs Macs Invoice
- Bendigo Bank offer to be part of something bigger...

The 0.02% of a loan offered to Edney P&C when someone says we referred them. General consensus no, not P&C business.

- First sponsorship paperwork and payment of \$300 Fennel Tyres for Fair

OUT:

Nil

Motion: To accept correspondence in and out.

Moved: Valda Anne Taipari **2nd:** 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, from the meeting week 3, term 4 meeting and October executive meeting October 2017.

Moved: Donna Schwinkowski **2nd:** Steve Rapps

Minutes of executive meeting accepted as true and correct.

Moved: Donna Schwinkowski **2nd:** Charis Calleja

3.2 Actions arising

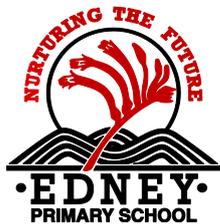
Review progress on actions arising from the previous meeting, including identifying any outstanding actions, date to be completed and who is responsible for ensuring completion.

- Fathering Project Update

Welcome to Matthew Cadd who has put his hand up to try and organise a few more blokes interested (three to four) to share the load and help organise things on the day...

Need someone to get it started. Research how other groups do it. Get some phone numbers and investigate what will happen. Next year this will start.

4.0 President's Report



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Valda welcomed everyone to the last meeting of the year. Thanks everyone for participating in the fundraising, quiz night. Thanks to Bonnie and everyone who helped out. Substantial amount of funds raised. A gift voucher was stolen from one of the raffles. Rec centre handed back clean and bond came back. Ran well. Well done to all.

Job in the back of the canteen – Santa’s sleigh. Is there someone who would like to clean it up? Kath and Steve would love to help. Structurally it is sound, a wheel missing from the front, but it is going to be a nice Christmas prop/decoration.

The P&C morning tea – Donna, Steve & Tambri. Valda has picked up cake. Please RSVP!

Shed behind canteen and circus equipment – a busy bee will be called next year to clean it up. Archiving of all the fundraising P&C stuff too. Tidy HQ was suggested but looks as though it may be too expensive.

We could invest in a hard drive & memory sticks, or Drop Box, cloud suggested. Look at it next year to continue the flow on of information, notes and templates.

5.0 Principal’s Report

Thank you for the amazing work and support of the P&C in 2017. \$43, 000 of P&C money was raised and used through the school during the year.

\$30,000 on nature play, \$5,000 on hats, \$3,500 on swimming, \$1, 000 on edudence, and the classroom budgets were topped up.

Congratulations on the quiz night. It was a great big event and Mr Chaplin’s Mum loved it! Very professional and amazing!

Class placement – 2 weeks for looking at lists is nearly up. Make an appointment at the office.

Preprimary/year 1 split because numbers are so big. We kept getting year ones enrolling next year! This reorganisation is the only change in the school classes.

Enrollments are full up in pre-primary, year 1, 2 & 5. There will be 4 full kindy classes, 430 to start the year. We are fully staffed except for 2 education assistant positions to be filled soon.

Year 5 & 6 visual art introduced in 2018. As there is more money in the budget available, more classes will be introduced. Katie Rosario will be the teacher.

Air conditioning put into the undercover area for \$35,000. Reverse cycle. It will be finished tomorrow in time for the graduation. 3m off the ground, although it looks low. Will heat in winter.

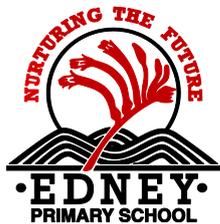
The school was approved in its application for a science lab \$150,000 worth. An empty classroom will be kitted out as a science lab. Science resources worth \$25,000 supplied. 100 schools were granted their applications which had to be submitted in 250 words or less!

Thanks for the staff appreciation day efforts. The best ever! Theming and decorations and the warmth and contribution for the staff was much appreciated.

Graduation is coming up. Hollywood glamour themed. 2018 committee will be assembled soon.

Faciton hats – first samples. Not from Lowes. Brim is not wide enough, finish not nice. UPF 50+. Taking and reproducing it. Won’t be ready for term 1. The ‘look’ of them just shown. Not finished quality yet.

Lowes are relocating to Belmont due to works/redevelopment at Carousel. Even closer. For 1 year. Cannot buy on 12th, and 13th December due to the move. Will be able to 14th December.



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End of year concert 14th December, 8:45am.

6.0 School Board Report

Achieved 90% of the road map goals for the year.
Thank you and see you next year.

7.0 Annual Report

Please send through reports, this year or early next year so they can be compiled for the annual report.

8.0 Treasurer's Report

No questions.

9.0 Canteen Report

No questions arising from the report.

Executive meeting minutes reviewed. Explained the meeting and why. Moved a motion that the canteen will be shut for 1 day a week. Unanimously moved for 1 day by the Executive.

The canteen will be supported by the P&C, regardless of the outcome, 1 or 5 days, for the trial period of a year.

Suggestions that we try to let Jan run the canteen and specials as the manager. Outside input is great but Jan needs to run the canteen. Let her work more independently and take full reign. Take on the managerial role as an independent manager.

Jan has picked up a lot more work within the canteen with more electronics. It has increased her role. She maintains she needs more help and doesn't want to take work home. Suggestions to rejig shopping, banking, routine.

By dropping one day a week, there will be a saving of \$6,000 in liabilities. Perhaps an hour of administration may need to be added Jan suggests. No canteen committee as yet. Executive committee discusses hours, duties.

Certainty for 12 months – if we get a good look of the books, then it will be a better comparison of the figures. Otherwise we will be back in the same situation.

The canteen is a "not for loss" business, and should sustain itself. Budget for the year.

\$750 profit per term is required to meet most liabilities.

Jan says Tuesdays are most quiet

Motion: Shut the canteen 1 day per week, possibly a Monday, for a period of 1 year, to assess the ongoing financial position.

Moved: Charis Calleja 2nd: Kate Malkiewycz. **Carried by majority.**

10.0 Fundraising Report

Christmas Raffle – note to go out. No donations for this raffle. Suggestion of no raffle as people donating for Hills Family Christmas. Donations are coming in. Decision is made to not do it.

Invitation to participate in the Midland Gate "More for our School's Initiative" – to share in a \$6,000 prize pool, \$1 dollar spent in the 6 week period, 1 pint given. At the conclusion of the campaign, the number of kids at the primary school is taken into account, and given points allocated. A cruise can be given. Cheques presentation. \$3,000, \$2,000 and \$1,000 prizes, first, second, third. School is happy to participate.

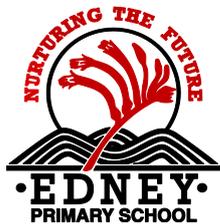
Proposed school project for the share of the prize is a library upgrade. Lauren to talk with Library.

11.0 Fair Report

Two meetings, project plan and budgeting.

Budget outlay \$3,000 last year. This year wanting more.

Operating costs – deposits for laser tag/amusements needs to be paid soon to secure the amusement.



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Motion: To request up to a \$3,000 budget to start placing deposits on amusements, rides and fair related expenses.

Moved: Valda anne Tapiari 2nd: Bonnie Kelly. **Carried by majority.**

12.0 Safety House Report

Safety house booklet distributed and the school is paying for the safety house show.

13.0 Scholastic Book Club Report

As of the 17th November the account paid and balance \$0 at 27th November.

It has been a great year as many books have been purchased for the library.

14.0 Governance Report

The governance committee met recently and has drafted a template as a guideline for running of meetings. What is the general opinion of the P&C? As we are learning and trying to improve processes for meeting and make sure all guidelines are followed.

Positive and negative/constructive criticism required on it. It is a guideline and does not have to be followed verbatim.

Comments: Good idea to have the script, but it takes the fun out of meetings. Very formal communication. People feel like they aren't being heard. Meetings are the business part, the fun part is the volunteering and participating.

Chair of the meeting appreciates the structure. Meetings were dragging on, it is a great map. Professional.

It provides strong foundations for a more efficient meeting. For and against able to be heard, so everyone is heard.

Laminating a copy of the script for the chair to follow. It may not be the current president that chairs. Great guideline for anyone to step in and run the meeting.

Motion: To accept and adopt the meeting script for the Edney Primary School P&C Association.

Moved: Susan Swaby 2nd: Shauna Reynolds. **Carried by majority.**

12.0

Motion: To accept and approve all reports as true & accurate. **Moved:** Valda anne Tapiari 2nd: Lauren Irving – carried majority.

13.0 Other business

13.1

- Parking-

Steve Rapps suggestion of carpark next to EC staff carpark. Picture provided and rough calculations of costing for a 14 bay parking space, with a gravel base. Rough costing for \$5,000.

Busy bee suggestion for labour

Brilliant idea. The school is lobbying MP Stephen Price for a kiss and drop off area however there is no money for this. Bollards will be put in by the shire soon. The school is investigating ways to combat the parking issues at the EC end of the school.

Logistics hard, policing is hard, maintenance issues? Who will be responsible for this.

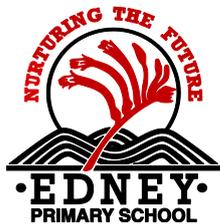
Tabled to next meeting for further investigation.

- Fathering project note to go out.

- Professionals Forrestfield

Professionals Forrestfield were major sponsors for the quiz night. For every customer referred to them and a house is sold as a result, a \$500 spotters fee will be paid to the P&C.

A line will be drafted for the newsletter.



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- Canteen

Note to go out from the school with reports about the Monday closure in 2018.

- AGM & General meeting first one back for 2018

14.0 Round Table Evaluation

- 14.1 Long meeting tonight, bordering on what we are trying to avoid.

Lots of reports, positive information. Perspective of growth of how individuals have fulfilled their roles. Very successful fundraising with the quiz night and there's more fundraising in motion with the fair. No Christmas raffle due to supporting of the Hills Family Christmas Drive.

Overall very positive, trial run of the template.

Timing correctly to streamline.

Thank you Susan Swaby.

15.0 Next meeting

Tuesday 13th February, 2018. Week 3, Term 1. AGM, then general meeting.

16.0 Meeting closed – 8:53 pm