

**General Meeting Week 9 , Term 1
Edney Primary School Library
Tuesday 27th March, 2018**

Welcome and apologies

Opening and welcome – Meeting opened at 7:05pm

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

Welcome to country.

Apologies / absentees: Kate Malkiewicz, Steve Rapps, Leanne Wallace-Gibb and Erica Moore

Present: Lauren Irving, David Balfe, Susan Swaby, Naomi Johns, Mike Feltham, Charis Calleja, Michelle Hasselbacher, June Hallard, Vivian Chou, Jan Cresswell, Valda Taipari, Aaron Chaplin and Rachele Cook

Confirmation of agenda – no changes.

Correspondence In & Out

IN:

- 2018 P&C handbook from WACCSO
- Invoice from Edney Primary for classroom budgets
- WACCSO state and District Representative letter and poster
- Cadbury fundraising brochures
- Jam DJ services note
- Colour Run brochure

OUT:

- Notification of details of P&C Executive to Edney Primary Principal

Motion: To accept correspondence in and out.

Moved: Rachele Cook 2nd: Mike Feltham– Carried.

Disclosure of interests

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

Minutes of previous meeting

Previous minutes accepted as true and correct.

Moved: Valda Taipari 2nd: Mike Feltham. Carried.

Executive minutes: Requires correction (addition of the freezer model - updated)

General P&C Ratified motion: *Moved: Valda Taipari 2nd: Lauren Irving. Carried*

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:**
- Still in progress
- **Carpark:**
- Still in progress

President's Report

Valda welcomed everyone and thanked David Balfe and Susan Swaby for taking on the roles of Secretary and Vice President.

Valda spoke of her recent trip to Canada and her experiences in a similar sized school there. She then spoke of fundraising and the need for volunteers to take on leadership roles and her pride in the new canteen menu. Valda finished by offering her thanks to last years' Secretary, Kate Malkiewicz, and Vice President, Donna Schwinkowski and indicating that she would like to endorse the P&C Code of Conduct

Principal's Report

- Aaron Chaplin indicated that the Annual Report for last year will be available from 28th March 2018.
- Appointments of a Deputy Principal and permanent School Psychologist are currently in progress.

- Some staff will be absent next term on long service leave.
- School website has been overhauled with a “search” function.
- Enrolments for next year are open. A quarter of school’s students come from outside the catchment area.
- The School Board is developing a rewards program for staff and other contributors.
- There will be an ANZAC Service in school on April 12th at 9am. A year 6 student is organising a care package for Defence Forces Personnel serving overseas.
- The school is working on opening the library at lunchtime for students to read and/or play. The library and nature play areas to be opened and staffed.
- To accommodate performances, the school has bought a stage for \$7000 and it is hoped that the P&C will contribute in part or whole.

School Board Report

- New members Sarah Douglas and Rebecca Cant (Parents), Lana Wallace and Shauna Hunt (Staff). Kate Malkiewicz is Chairperson and Jodie van der Zwan is Secretary.
- The rewards program being considered makes it easier to recognise people.
- The Board approved the Annual Report

Treasurer’s Report

- Balance at March 19th was \$29,000
- Canteen has put in quite a bit of money
- It was estimated that at date of meeting balance was roughly \$17,000
- Lauren Irving asked how canteen was doing as it is closed one day a week and was told that Term One is traditionally slow in the canteen

Motion: To approve President’s, Principal’s and School Board reports

Moved: Valda Taipari **Seconded:** Susan Swaby Carried unanimously

Treasurers report to be moved at next meeting after copies of Treasurers Report are emailed out by David

****Action – David to email out Treasurers Report- COMPLETED****

Canteen Report

Emailed out and nothing to add

Moved: Jan Cresswell **Seconded:** Michelle Hasselbacher

- **Canteen Sub-Committee.**

Motion to establish a canteen sub-committee moved by Susan Swaby, seconded by Valda Taipari

- Discussion started with Susan indicating her belief that school is fortunate to have canteen and that a place was needed for records to be kept for P&C executive to view.
- She believes there should be a “minimum slush fund” for P&C in the event that replacement items are required the money is there.
- It is great to have a small group of enthusiastic volunteers and future direction should be getting star rating up.
- Rachelle Cook asked if Treasurer was expected to be part of sub-committee. Susan replied that it would be ideal for Treasurer to be on sub-committee but a happy medium could be achieved.

VOTE: Carried unanimously

- Graduation committee noted it would be nice to have Edney Primary school aprons at Bunnings sausage sizzle fundraiser. Lauren agreed to get a quote for embroidered aprons ****ACTION** Lauren to get quote**

Motion to change outline of initial fair wording to include revamp of library and backroom storage at canteen moved by Valda Taipari, Seconded by Lauren Irving.

- It is hoped to use funds not just for sports equipment but also to regenerate library.
- Aaron agreed it was a sensible idea
- Charis Calleja asked if Midland Gate monies were going towards library and was told they were.
- Lauren asked what figures were and was told by Valda that it was \$5000. Discussion ensued.

Vote carried by majority with Rachelle Cook excluded due to conflict of interest.

Fundraising report

- After AGM we were left without a Fundraising Committee
- A call out to parents via Facebook got 5 ladies interested. Rachelle met with them and they seem eager to get going.
- Rachelle and Tambri Farrar to walk 5 volunteers through Mother’s Day stall.
- Aaron asked if anyone would be a leader for fundraising and was told that Phoenix seemed keen to be

leader.

Fair Report

- Stall packs finished. Valda emailed Aaron stall ideas and Aaron agreed ideas were good.
- Possible surplus of PE funds due to Coles vouchers

Safety House Report

- Art competition emailed to Aaron

Scholastic Book Club Report

- Report sent out on 23rd March
- Susan thanked Rachelle for putting stickers in books purchased from Scholastic Reward Points

Governance Report

- Susan Swaby spoke of the Governance Sub-Committee planning to write a policy on document storage (how long they're kept, OHS, security etc.)

Valda moved all reports to be received, seconded by Michelle, carried unanimously

Other business

Dates of future meetings:

- **Motion:** *To have dates of remaining P&C meetings available decided upon ;*

Susan spoke of her desire to get remaining P&C meeting dates decided upon so they could go on website/ SkoolBag app. Some discussion ensued on the following dates:

- **Week 3 term 2 – 15 May 2018**
- **Week 9 term 2 – 26 June 2018**
- **Week 3 term 3 – 31 July 2018**
- **Week 9 term 3 – 11 Sept 2018**
- **Week 3 term 4 – 23 Oct 2018**
- **Week 9 term 4 – 4 Dec 2018**

Moved: Valda Taipari 2nd: Susan Swaby **Carried unanimously.**

School stage:

- Question of how much P&C was happy to contribute to cost of stage.
- Main bank account currently has \$16, 570.44 and high interest account has \$14,993.40.
- Fair sponsorship of \$1800 can't be touched.
- Daily stage hiring costs \$1300.
- Funds for stage coming from art program – kiln replacement.
- Mike Feltham suggested paying in instalments.
- Susan Swaby asked what goals we currently have and if there are none are we possibly lacking direction? She suggest at least \$3,500 towards cost of stage.
- Discussion ensued re: bank accounts and various costs.
- It was agreed that P&C would contribute to stage.
- Valda asked if P&C would be acknowledged on the stage.
- Valda asked for a vote, seconded by Mike, for P&C to contribute \$5,000 towards purchase of new stage.
VOTE CARRIED BY MAJORITY
- Lauren asked how much should be a benchmark for canteen account on "worst case scenario" basis. Aaron suggested getting quotes on everything and starting from there.

Round Table Evaluation

Valda asked Rachelle to summarise meeting.

Next meeting

Tuesday 15th May, 2018. Week 3, Term 2.

Meeting closed – 8:27pm

Remaining meetings for 2018:

- **Week 3 term 2 – 15 May 2018**
- **Week 9 term 2 – 26 June 2018**
- **Week 3 term 3 – 31 July 2018**
- **Week 9 term 3 – 11 Sept 2018**

- Week 3 term 4 – 23 Oct 2018
- Week 9 term 4 – 4 Dec 2018