

Edney Primary School Parents & Citizens Association Inc.
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General Meeting Week 3, Term 2

Edney Primary School Library

Tuesday 15th May, 2018

Welcome and apologies

Opening and welcome – Meeting opened at 7:00pm with Susan Swaby in the chair

Welcome to members and Vice 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 (Executive Committee), Steve Rapps (Executive Committee), Leanne Wallace-Gibb, June Hallard, Vivian Chou, and Jan Cresswell

Present: Valda Taipari (President/Executive Committee), Susan Swaby (Vice President/ Executive Committee), David Balfe (Secretary/ Executive Committee), Rachele Cook (Treasurer/Executive Committee), Lauren Irving (Executive Committee), Aaron Chaplin (Principal), Naomi Johns, Mike Feltham, Charis Calleja, Michelle Hasselbacher, Bonnie Kelly, Erica Moore and Kath Whisson

Confirmation of agenda – no changes.

Correspondence In & Out

IN:

- Email form Kalamunda Toyota re: Community BBQ use for School Fair
- Invoice from Sushi Master
- Various WACSSO emails including reply to query re: website users
- Fundraising brochures from Pink Swann
- Australian Fundraising April-December 2018 catalogue

OUT:

- Email to Kalamunda Toyota for use of community BBQ at Edney Magical Kingdom Fair
- Email to WACSSO re: website users

Motion: To accept correspondence in and out.

Moved: Susan Swaby 2nd: Lauren Irving– 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: Susan Swaby 2nd: Valda Taipari. 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
- **Midland Gate “More For Our Schools”:** Lauren Irving reported that Edney didn't place in the top 3 to win a prize, but Midland Gate management wanted to acknowledge all schools so have offered a \$250 Midland Gate voucher which will go to school library.
- **Apron's Quote:** Lauren has received one quote from an embroiderer in Kalamunda. \$25 per apron embroidered or \$12 if we provide aprons. It was agreed to seek 2 more quotes. ****ACTION**** Naomi to get 2 more quotes for aprons.
- **Fundraising Committee:** Valda has approached several members of Fundraising Committee to attend P&C meetings. Ongoing issue.

President's Report

- Valda Taipari indicated she has been quite busy recently with Edney's Magical Kingdom Fair and school canteen.
- She is working with Aaron on digital storage of P&C documents.
- Mother's Day was a huge success.
- Fundraising continues to be an issue.
- Still looking for volunteers for Fair and fundraising, which is main focus of P&C

Principal's Report

- Aaron Chaplin thanked the P&C for their contribution to the new school stage. He indicated that this purchase would save the school and the P&C money in the long run.
- There have been numerous nominations for the School Board awards which is most pleasing. Nominations are open throughout the year for the whole school community, not just school staff. Please consider nominating others.
- The WA Education Awards are also open. These are high level awards which recognise excellence in the Public Education system. Members of the P&C and parents are asked to consider nominating or supporting nomination for worthy staff members, or for the school for a major award.
- A second prototype of school hats has been received but not satisfactory. The school has sourced another supplier who will provide samples within the next two weeks.
- School development day for this term will be Friday June 1. All school development days were approved by the Board last year and have been publicly available since then. Refer to calendar if unsure.
- Works expected to get underway to transform Room Six into a Primary School Science Lab thanks to WA Government. Project expected to be completed this year with floors, sinks, furniture and \$25,000 of science equipment.
- From this term onward, the school will be distributing student reports via email. This is to provide fast, reliable delivery, reduce costs of paper and ink, and enable storage at home for parents and easy distribution and access between schools.

School Board Report

- NOTHING TO REPORT – No meeting has taken place since last P&C meeting

Treasurer's Report

- Rachelle Cook emailed her report on 10th May showing a balance of \$22,344.00 across both P&C accounts at May 5th. No questions arose.

Motion: To change all personal addresses on Edney Primary School P&C Inc. bank accounts to school's address.

Moved: Rachelle Cook **Seconded:** Susan Swaby Carried unanimously

Motion: To remove Donna Schwinkowski from Edney Primary School P&C Inc. banks accounts

Moved: Susan Swaby **Seconded:** Valda Taipari Carried unanimously ****ACTION**** Valda to remove Donna as signatory at Bendigo Bank

Canteen Report

- Emailed out and nothing to add
- Canteen sub-committee report emailed with nothing to add.
- Susan Swaby asked if Canteen Sub-committee should fall under canteen heading. It was generally agreed it should.
- No questions arose for canteen sub-committee

Fundraising report

- Rachelle Cook delivered a report on Mother's Day stalls. Fundraising Committee weren't able to do the shop, and in the end were unable to do the stalls. Income was down as Rachelle and Tambri Farrar did a "quick shop". Susan offered her thanks and congratulations to Rachelle and Tambri for putting stalls together. This was echoed by all.
- 9 Entertainment Books have been sold so far.
- Fundraising Committee still needed. Erica indicated that most people are likely to be "help on the day. Kath asked how many people should be on Fundraising Committee and it was generally agreed that 5 people with one being a lead co-ordinator would be good. Discussion ensued re: different events and ideas.
- Mike indicated that another local school has an initiative where two classes would fundraise per term. Responsibility still lies with P&C but two classes put on an internal event and a community event. Aaron indicated that class responsibility happens at School Fair.

Fair Report

- Naming sponsor secured. KIDS HQ High Wycombe.
- Instagram account to be organised with notification in local community websites.
- Kath asked when people would have activities. To be confirmed soon.

Safety House Report

- Nothing to report. Valda asked if Safety House could attend School Fair. ****ACTION**** Erica to follow up School Fair attendance.

Scholastic Book Club Report

- Nothing to report. Oder going out tonight.

Susan moved all reports to be received, seconded by Mike, carried unanimously

Governance Report

DISPUTES AND MEDIATION BY-LAW

- Susan indicated that WACSSO requires a Disputes and Mediation Section in Constitution, but while work is ongoing on Constitution a By-Law can be used. Susan moved a motion *That the Dispute and Mediation Procedure be adopted as a By-Law of The Edney Primary School Parents and Citizens Assoc. Inc.* Seconded by Erica - Carried unanimously. ****ACTION**** Susan to attach By-Law to Constitution.

RECORD MANAGEMENT AND STORAGE

- Susan then went over pros and cons of electronic document storage, with external hard drive to be housed at School Admin Building. Susan moved a motion *That the Record Management and Storage Policy be adopted by The Edney Primary School Parents and Citizens Assoc. Inc.* Seconded by Mike Carried unanimously
- Following this policy adoption Susan went over prices of external hard drives at various retailers and moved a motion *That the Seagate 1TB Backup Plus Slim Plus Portable Hard Drive is purchased by The Edney Primary School Parents and Citizens Assoc. Inc.* Seconded by Mike – Carried unanimously. ****ACTION**** Bonnie to buy hard drive at OfficeWorks
- Valda spoke of storage requirements needing a debit card for Microsoft OneDrive. She went through various options and suitability. Microsoft require a cardholder and address just like a normal debit card. Bendigo Bank suggested a separate account with a Bendigo Blue Debit Card attached. \$1 to open and \$3 per month with a \$7 rebate so no fees. Any money used goes through P&C. Any account signatory can hold card. Valda suggested one cardholder only. Card comes with Protect and Pay and can be locked out. Rachele asked how easy it would be to change name on card as people leave school. Should be easy enough to get new cards once AGM minutes are provided. Lauren asked which Office Bearer should hold card and it was agreed it should be Treasurer. There was discussion re: cash withdrawals and Aaron suggested that there be no cash withdrawals, only cheques as this required two signatories. Valda moved a motion *that The Edney Primary School Parents and Citizens Assoc. Inc. open a Bendigo Club Account with a Bendigo Blue Debit Card attached in the name of Edney Primary School P&C with the primary card holder to be the person holding the position of Treasurer.* Seconded by Susan – carried unanimously. Valda moved a further motion *that The Edney Primary School Parents and Citizens Assoc. Inc. authorise an annual subscription to Microsoft One Drive* seconded by Rachele – carried unanimously.

Other business

- Rachele asked if money moved between P&C bank accounts need to be minuted. Answer was no but that it should be reported at next meeting.

P&C NAME BADGES

- David moved a motion to have a discussion re: name badges for P&C Office Bearers and Executive seconded by Susan. David suggested that name badges be got for Office Bearers and Executive for functions such as School Fair or Assembly etc. There was general agreement that this was a good idea. Aaron suggested that badges could be a gift from school or supplier. David moved a motion *that The Edney Primary School Parents and Citizens Assoc. Inc get name badges for the Office Bearers and Executive of The Edney Primary School Parents and Citizens Assoc. Inc* seconded by Susan – carried unanimously ****ACTION**** Aaron to follow up provision of name badges.

WACSSO EMAILS

- David spoke of the fortnightly newsletter emails he receives from WACSSO and wondered if he should be passing them on to other P&C members. Susan suggested that if individuals wanted to receive them they could do so by signing up to the WACSSO website. Valda asked David to email the WACSSO Conference email to all P&C members.

Round Table Evaluation

Susan asked Valda to summarise the meeting

Next meeting

Tuesday 26th June, 2018. Week 9, Term 2.

Meeting closed – 8:25pm