

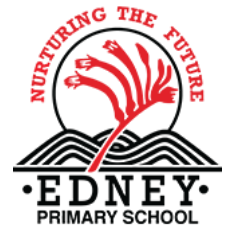
# Edney Primary School Parents & Citizens Association Inc.

204 Newburn Road HIGH WYCOMBE WA

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## General Meeting Week 3, Term 2

Edney Primary School Staffroom

Tuesday 31<sup>st</sup> July, 2018

### Welcome and apologies

**Opening and welcome – Meeting opened at 7:03pm with Valda Taipari in the chair**

**Apologies:** David Balfe (Secretary/ Executive Committee), Rachelle Cook (Treasurer/Executive Committee), Kate Malkiewicz (Executive Committee); Naomi Johns.

**Present:** Valda Taipari (President/Executive Committee), Susan Swaby (Vice President/ Executive Committee & Minute Scribe), Lauren Irving (Executive Committee), Steve Rapps (Executive Committee), Aaron Chaplin (Principal), Kate Lynch (Deputy Principal), Mike Feltham, Charis Calleja, Michelle Hasselbacher, Vivian Chou, June Hallard.

Welcome to members and new member Kate Lynch.  
Welcome to country.  
Kate Lynch briefly introduced herself.

**Confirmation of agenda –** Lauren to add an item.

### Disclosure of interests

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

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

Operating under formal Standing Orders as per Rule 22.1 of the P&C Constitution.

### Minutes of previous meeting

**Previous minutes from general meeting held 26/6/18, accepted as true and correct.**

**Moved:** Valda Taipari 2<sup>nd</sup>: Steve Rapps. All in favour. Carried.

**Previous minutes of Executive Committee meeting held 13/7/18, accepted as true and correct.**

**Moved:** Valda Taipari 2<sup>nd</sup>: Susan Swaby. Steve Rapps and Lauren Irving in favour.

### 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.**

- 1. Proposed new carpark:** Steve Rapps indicated there may be increased costs associated with the proposed new carpark due to the costs associated with the crossover. Aaron Chaplin said bollards have been erected to prevent people parking inappropriately and this has resulted in people parking in teacher's bays and disabled car parking bays. The recreation centre car park is being utilised more and is flowing well. People are still misusing the bus bays and hence the before and after school care buses are using the proposed new car parking bays. Mike Feltham requested a map of the proposed new carpark for clarity. **ACTION:** Steve Rapps to prepare map for next meeting.
- 2. Discussion of apron quotes:** In addition to the quotes obtained by Naomi Johns and Lauren Irving, Mike Feltham provided a quote for 20 school aprons with two colour screen printing for a total of \$305.50. Mike Feltham provided an apron sample. Feedback provided included: material seemed robust; raw overlocked edges were not ideal; would like adjustable neck ties and tabs sewn to the inside of the apron. Mike indicated all these adjustments were possible, with a price adjustment. Unable to vote on this item, due to Mike being unable to participate (due to potential conflict of interest). In principle, members were in favour of spending up to \$400 on 20 aprons with 2 colour screen printing, with noted adjustments. Members were agreeable to this decision being made by the executive in the future. Susan Swaby agreed to machine embroider two of the aprons for the canteen supervisor. **ACTION –** Mike Feltham to provide a revised quote to include the requested adjustments.
- 3. Valda to remove Donna Schwinkowski from P&C bank account:** Still in progress.

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4. David has emailed the updated constitution to members.
5. **Bonnie to purchase portable hard drive:** Not possible until debit card has been obtained. Still in progress.

## Correspondence In & Out

### INCOMING:

- Star Choice Canteen catalogue – July 2018
- Fundraising catalogues – bags
- Bank statements
- Email from Just Pizza Company – product catalogue and prices
- Email from WA Canteen Suppliers – product catalogue and prices
- WACSSO emails regarding the conference

### OUTGOING:

- Steve Rapps emailed BID Food requesting a catalogue x3 – Nil response
- Susan Swaby emailed Just Pizza Company requesting product catalogue and prices
- Susan Swaby emailed WA Canteen Suppliers requesting product catalogue and prices

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

**Moved:** Valda Taipari; 2<sup>nd</sup>: Mike Feltham. All in favour. Carried

## President's Report

- Valda expressed appreciation to other members for support and guidance offered in this her second term as President. This has been an enjoyable role.
- Acknowledged the many demands placed on P&C members including family, work, life and P&C.
- The P&C is very healthy and strong to be able to function with a quorum even when a few members were unable to attend tonight's meeting.
- Valda acknowledged the drive of Aaron Chaplin in his role as Principal to always strive to be better. This is a lead we would like to follow.
- Valda acknowledged the wonderful family feel the school has.
- Valda would like to leave a legacy of a healthy and multi-gendered / inclusive P&C.
- Valda thanked everyone for their support.

## Principal's Report

- Please find Principal's Report attached



Principal's Report  
31st July 2018.pdf

## School Board Report

- Nil report, as there has been no meeting since our last P&C meeting.

## Treasurer's Report

- Valda thanked Rachelle Cook for emailing her reports prior to going on holidays.
- Mike Feltham requested clarification for the Allowance paid. Valda commented this was back pay to the Canteen Supervisor to pay entitlements as per Award that had not previously been identified.
- Nil further questions

**Moved:** Valda Taipari 2<sup>nd</sup>: Lauren Irving. All in favour. Carried.

## Canteen Report

- Nil questions for any of the reports previously circulated.
- Lauren Irving appreciated planning for the future with the replacement schedule that was circulated.
- Susan Swaby demonstrated the Floreant Point Of Sale system that is currently being trialled in the canteen. Purpose is to track sales and gather data.

## Fundraising report

- Kathleen Whisson requested Susan Swaby share the following with members:

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- o Kathleen is unable to be the co-ordinator for fundraising. Please continue to seek to fill this role.
- o Kathleen is organising the Father's Day stall but is unable to also run a sausage sizzle for the Athletics carnival.
- Valda voiced appreciation on behalf of P&C for Kathleen's fundraising and also the stock-take of the P&C storage area that was undertaken.
- Valda and Rachelle are currently organising the supplies for the Athletics carnival. Discussion as to who would run the sausage sizzle – P&C or canteen ensued. More discussion required.

## Fair Report

- Valda provided a Fair Report. It is difficult to provide an up to date report prior to the meeting as so much is going on every week.
- Please find Fair Report attached.



31\_07\_2018 Fair  
Report.pdf

## Safety House Report

- Nil report.

## Scholastic Book Club Report

- Nil report. Order is currently in progress, which will be reported at the next meeting.

## Governance Report

- Nothing to report until WACSSO publish an updated Constitution.

**Motion:** all reports to be received.

**Moved:** Valda Taipari; 2<sup>nd</sup> Lauren Irving. Majority in favour (Mike not present as he left at 8:05), Carried.

## Other business

*Swimming lesson subsidy was discussed following Principal's Report, so Mike Feltham could be present. Inserted in the minutes under 'Other Business' for convenience.*

- Swimming lessons will occur in Term 4, 2018. P&C has generally subsidised this cost in the past by approximately \$3500.

**MOTION:** The Edney Primary School P&C Assoc. Inc. donates \$3500 to Edney Primary School to subsidise swimming lessons.

**Moved:** Valda Taipari; 2<sup>nd</sup>: Steve Rapps.

### Discussion of motion:

Aaron Chaplin - this amount of money would allow a \$10 discount per child, bringing swimming fees down to \$30 per child this year, making it more affordable for families. This would make these swimming lessons the cheapest they have ever been.

Valda Taipari – in favour of the donation, however also wanted to point out that parents next year may not feel they are getting value for money if swimming can't be subsidised to the same amount.

Steve Rapps – This is something the P&C has done for many years. This is the amount that has been donated in the past. This amount of money is significant, and we need to return money to families.

**Vote:** All in favour (Mike present). Carried

- Karina Mallard requested the P&C clean out the storage shed adjacent to the canteen as in its current state it attracts vermin, is an occupational health and safety issue and is needed for storage. Karina provided some quotes for bin hire. David Balfe investigated obtaining some bins from the Shire. Susan also spoke with a member from the Foothills Men's Shed, who indicated they could take the items away for free. Aaron has given staff until Friday 3<sup>rd</sup> August to remove any items from the shed. It is proposed the Men's Shed volunteers will come to take away the items on Monday 6<sup>th</sup> August.
- Valda reported the Turbo Convection Oven in the canteen has an element that is not functioning properly which is causing uneven cooking. Steve Rapps has looked at the oven and will be able to

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purchase the part and replace it for approximately \$120.10. Valda had previously obtained a quote to fix the oven which would cost approximately \$400.

- Lauren reported difficulties opening documents embedded in the agenda and requested a return to the previous system where all reports were sent as attachments in an email.

Discussion – Aaron Chaplin supported Lauren's request. He feels this is a simpler method.

Valda and Susan disagree and like the documents embedded in the agenda, as this allows for easy tracking of the documents and allows fast identification of incorrect or missing documents.

Final agreement – to embed documents in the agenda AND to attach the documents to the email so all members can review prior to meeting. **David to action.**

## Round Table Evaluation

Valda asked Steve Rapps to summarise the meeting

## Next meeting

**Tuesday 11<sup>th</sup> September 2018. Week 9, Term 3.**

Charis Calleja & Kate Lynch have kindly volunteered to provide nibbles at the next meeting – Thank you!

Valda thanked all for attending.

**Meeting closed – 8:42pm**