

Edney Primary School Parents & Citizens Association Inc.  
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General Meeting Week 9 , Term 3

Edney Primary School Library

Tuesday 11<sup>th</sup> September 2018

### Welcome and apologies

#### Opening and welcome – Meeting opened at 7:05pm

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:** Valda Taipari (President/Executive Committee), Rachele Cook (Treasurer/Executive Committee), Kate Malkiewicz (Executive Committee), Kate Lynch (Deputy Principal), Vivian Chou and Jan Cresswell,

**Present:** Susan Swaby (Vice President/ Executive Committee), David Balfe (Secretary/ Executive Committee), Lauren Irving (Executive Committee), Steve Rapps (Executive Committee), Bonnie Kelly (Executive Committee), Aaron Chaplin (Principal), Naomi Johns, Mike Feltham, Charis Calleja, Michelle Hasselbacher, Erica Moore, June Hallard and Steve Ansell

**Confirmation of agenda – no changes.**

#### Correspondence In & Out

##### IN:

- Reply from ECO Drinks with price list. 3.8.2018
- Reply from PFD Foods with price list 15.8.2018

##### OUT:

- Email to ECO Drinks requesting current prices for slushie mix 2.8.2018
- Email to PFD Foods requesting price list for select products 14.8.2018
- Email to WACCSO seeking guidance on Volunteers insurance.

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

**Moved:** Susan Swaby **2<sup>nd</sup>:** Steve Rapps – 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 **2<sup>nd</sup>:** 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.**

- **Carpark Map:** Steve to email map to membership
- **Apron quote:** Mike Feltham furnished a revised apron quote. As advised through Executive Committee it was decided not to proceed with purchase of aprons at this time.
- **David to attach documents to emails.** Completed

#### President's Report

In the absence of Valda Taipari, Susan Swaby delivered a report on Valda's behalf.

- Valda indicated her pleasure at the recent NAIDOC Day celebrations with praise for Miss Hoy and her family.
- This coming Friday is inter-school athletics carnival and Valda has requested assistance with BBQ, if people are available.
- As we get closer to Edney's Magical Kingdom Fair, Valda will be focusing as much effort as possible into the success of the event. She indicated her thanks to the P&C Executive Committee, particularly Susan Swaby.
- Momentum behind the Fair is picking up with posters going up around the local area. Valda thanked Aaron Chaplin for his work on the posters.
- It is fantastic to see the new Faction coloured school hats. It was a bold but rewarding purchase. Congratulations to the P&C and Aaron for supporting a visually pleasing and highly functional item.
- Valda and Susan recently met the judges for Aaron's nomination as Primary School Principal of the Year. They gave their best account of our working relationship as P&C and Principal and we all wish Aaron every success in November.

- Two weeks ago we farewelled Mrs Johnson. Valda wished her every success in the future and her belief that she will be missed amongst the students and parents of the school.

#### Principal's Report

- Aaron Chaplin delivered a report which showed that the school has recently been visited by the judging panel from WA Education Awards, the Parliamentary Secretary to Minister for Education, The Director of Early Childhood and our Local Member. Each visit has highlighted the positives in the school and the strong sense of community, respect and excellence. During the school holidays the school will be featured on the Early Years in Education Society "Mystery Bus Tour" as an exemplary school.
- Aaron offered congratulations to Ms Cathy Heyes and thanks to parents and wider community for making the sports carnival a success.
- School board awards will be presented at next assembly on Thursday 20<sup>th</sup> September. P&C members are encouraged to nominate, and re-nominate if necessary, particularly worthy individuals. Science lab will also be opened on September 20 by Stephen Price MLA and all are welcome to attend.
- The school has appointed Mr Joe Carter as School Chaplain for Term Four. We are currently working to confirm up to four days per week as school had no Chaplain throughout Term Three.
- Our very first Edney Day is shaping up to be an exciting event. This will become an annual event on the school calendar. Parents and families are warmly encouraged to attend.
- Staffing processes for 2019 are well underway. The school has twice advertised for class placement requests but there has been little uptake. These can be emailed to Aaron citing educational reasons.

#### School Board Report

- Aaron also delivered the School Board report which showed that the Board recently toured the new science lab.
- There was some discussion regarding School Development Day timings for this year. The Board agreed to have similar timings for next year.
- Nextra Forrestfield was endorsed as preferred booklist supplier for next two years.
- NAPLAN data is unavailable at present.
- Five winners chosen for next round of School Board Awards.
- Finances are good at present and looking at new flooring in rooms Seven and Eight

#### Treasurer's Report

- Report emailed to all members. Aaron indicated that it is getting more pressing to appoint a new Treasurer as Rachelle is unable to continue next year.

**Moved:** Susan Swaby **Seconded:** Lauren Irving **Accepted unanimously**

#### Canteen Report

Emailed out and nothing to add

- Susan indicated that P&C Executive is looking at other ways of getting volunteers into canteen, including external volunteers.
- She went through the profit estimation report sent with the agenda for this meeting. Breakfast Club is not as successful as hoped and may stop over summer months. Some recess items are low in takings and some wastage contribute to lower figures. Mike Feltham as what "required daily profit" is and Susan replied that it is the daily "breakeven point". Some discussion ensued re: figures with Mike offering some figures he'd mapped out. Susan thanked Mike for his efforts.
- **Motion:** *That the P&C purchase a CountRight Australian Coin Counting Tray for \$29.95 plus postage of \$8 for the canteen* **Moved:** Susan **Seconded:** Lauren **AGREED UNANIMOUSLY**
- Discussion moved on to the purchase of ice-creams and the use of the Streets freezer in the canteen. **Motion:** *That the Streets freezer in the canteen be returned to Streets.* **Moved:** Susan **Seconded:** Charis Calleja **AGREED UNANIMOUSLY**

#### Fundraising report

- **\*\*ACTION\*\*** David to request summary of Father's Day stalls from Kath Whisson.
- **Motion:** *That the P&C purchase a CountRight Australian Coin Counting Tray for \$29.95 plus postage of \$8 for the canteen* **Moved:** Susan **Seconded:** Bonnie Kelly **AGREED UNANIMOUSLY**
- Susan moved a motion, seconded by Bonnie that the P+C authorise \$800 for the inter school sports day fundraiser sausage sizzle, coffee van and 100 Club. **AGREED UNANIMOUSLY**

#### Fair Report

- Recently emailed to all members. No questions arose.

#### Safety House Report

- Recently emailed to all members. Erica to remove Safety House plaques from houses no longer participating over school holidays.

#### Scholastic Book Club Report

- Recently emailed to all members. Backorder has arrived and delivered 4.9.2018. Payment made 5.9.2018

### Governance Report

- NIL to report

**Susan Swaby** moved that all reports be accepted, seconded by **Mike Feltham, AGREED UNANIMOUSLY.**

### Other business

- On behalf of the P+C, Susan thanked Mike, Lauren and Naomi for furnishing quotes for possible aprons purchase.
- Susan advised that she and Valda recently met with the Primary School Principal of the Year Judging Panel and had ten minutes to speak on Aaron's behalf. She wished Aaron every success for November and noted the posters currently around the school in Aaron's honour.
- Susan requested that the P+C, as a body, put forward nominations for the next round of School Board Awards. Several worthy nominations were discussed and forwarded to Aaron.
- Volunteer sheets for sausage sizzle and raffles stall for School Fair were distributed for members to put their names down for time slots available.
- Susan indicated that the Canteen clear-out was a success and acknowledged the efforts of Steve Rapps and the local Men's Shed.
- Lauren indicated that a parent from Year 6 has offered a Family Portrait fundraising opportunity. It would ideally take place on a weekend at a cost of \$20, \$10 to P+C and \$10 to photographer. Discussion ensued re: feasibility. **Lauren** moved a motion, seconded by **Naomi** that fundraiser held by Adele Miles be supported by P+C, **AGREED UNANIMOUSLY.**
- Susan indicated that there had been some discussion with WACSSO re: external volunteers, particularly in relation to insurance requirements. Volunteers would be covered by Public Liability Insurance. **Susan** moved a motion, seconded by **Steve**, that Edney Primary School P+C approves the use of volunteers internal and external to the school, **AGREED UNANIMOUSLY.** **Susan** moved a second motion, seconded by **Steve** that the P+C approves fundraising event and use of volunteers at inter school athletics carnival on Friday September 14<sup>th</sup>. **AGREED UNANIMOUSLY.**
- **Aaron** moved a motion, seconded by **BONNIE**, that P+C donate \$2000 in support of Edney Day 2018. He advised that it is the intention of the school to spend \$1000 in canteen so donation would essentially be \$1000. Susan indicated that funds would be going back to students. **AGREED UNANIMOUSLY**
- Susan thanked Bonnie and Charis for providing food for tonight's meeting.

### Round Table Evaluation

- Susan asked Steve Rapps to evaluate the meeting.

### Next meeting

- **Tuesday 23<sup>rd</sup> October, 2018. Week 3, Term 4.** Aaron offered to provide food.

**Meeting closed – 8:20pm**