

Inglewood Primary School P&C Association

Approved Minutes of General Meeting

14 March 2017

Held: Staff Room

Meeting Opened: 7pm

ATTENDANCE

Amanda Hawkins	Brendan Huntley (Chair)	Bronwyn Jones
Brooke Arrowsmith	Carmen Smith	David Garner (Secretary)
Elyssa Wherrett	Greg Hudson	Heidi Lewis
Holly Bartley	Jan Husband	Louise Bertola
Rebecca Pougnault	Sam Thompson	Tanya Maddalena
Vanessa Blythe		

APOLOGIES

Ben Bartlett	Helen Betteridge	Jasmyn Crisp
Narelle Marriott		

<p>1. Welcome, apologies, and confirmation of quorum</p> <p>1.1. David Garner opened the meeting and confirmed quorum.</p> <p>1.2. Resolution 1: <i>Brendon Huntley is appointed as the Vice-President of the P&C.</i> Moved: David Garner Seconded: Jan Husband Passed</p> <p>1.3. Brendon Huntley chaired the remainder of the meeting.</p>	
<p>2. Confirmation of minutes of previous meeting</p> <p>2.1. Resolution 2: <i>The minutes of the previous meeting are accepted as a true and accurate record of that meeting.</i> Moved: Amanda Hawkins Seconded: Bronwyn Jones</p>	
<p>3. Action items from 14 February meeting:</p> <p>3.1. Reviewed and closed out.</p>	
<p>4. President's Report:</p> <p>4.1. Brendon Huntley read out a summary pre-prepared by Ben Bartlett.</p> <p>4.2. See Annexure B.</p>	
<p>5. Secretary's Report:</p> <p>5.1. David Garner reiterated the agreed process for future meetings:</p>	

<p>5.1.1. Meetings to be limited to an hour;</p> <p>5.1.2. Reports to be submitted to secretary in advance for secretary to circulate with agenda;</p> <p>5.1.3. 'Any other business' items to be submitted to secretary in advance for secretary to circulate with agenda;</p> <p>5.1.4. 'Any other business' items not submitted in advance will be parked to the end of the of the meeting (subject to time), or rolled over to the next meeting.</p>	
<p>6. Treasurer's Report:</p> <p>6.1. See Annexure C</p> <p>6.2. Rebecca made a correction to the Treasurer's Report: 'Cheeky Monkey' should be included in the Welcome Night as one item, not two.</p>	
<p>7. Sub-Committee Report</p> <p>7.1. Canteen</p> <p>7.1.1. There was a query whether a different menu could be provided to PP on Mondays and Thursdays. Carmen will look into it.</p> <p>7.1.2. Frustration was expressed at the lack of fresh food provided in the canteen. Karen explained that the options are limited because City of Stirling approval is needed to serve raw food. Also, the kitchen would need to be refurbished.</p> <p>7.1.3. It was agreed to wait until the new term and principal. Then the canteen sub-committee will draft a business proposal. Louise will discuss with canteen operators at other schools to provide a frame of reference and ideas. Suggested P&C members look at the Bletchley Park School Canteen Facebook page.</p> <p>7.2. Events:</p> <p>7.2.1. Elyssa noted there have been 2 events so far this year: the Welcome Night and the Election Sausage Sizzle. Both were a success.</p> <p>7.2.2. Election Sausage Sizzle raised \$3,980 after expenses (\$5,573 before expenses), plus copious surplus ketchup (donated to canteen).</p> <p>7.2.3. Elyssa had to beg for trestle tables and gazebos for the Welcome Night and Election Sausage Sizzle. Has now bought them on behalf of the P&C. P&C agrees to refund \$277 to Elyssa.</p> <p>7.2.4. Upcoming event: Easter Egg Raffle (Amanda Styles organising). A special assembly on 06 April will include an Easter hat parade. There is an egg donation box at PP and the main office.</p> <p>7.2.5. Upcoming event: Mother's Day Stall in a date in May TBC. Help requested to assist Brooke and Helen run the Mother's Day stalls.</p> <p>7.2.6. Upcoming event: Quiz Night. 18 or 25 June (Term 2). Need to confirm a venue (Bedford Bowling Club was too small last year). Need volunteers and prizes. Perhaps hold at Bob Daniels Centre in Inglewood. To be discussed further at next meeting.</p> <p>7.2.7. Upcoming event: School Fete. Huge undertaking; poor revenue to effort ratio. Not proposed for 2017, but perhaps 2018. Elyssa to</p>	

report back on next meeting on ideas for a format (e.g. outsource everything and have it like a market).

7.3. **Uniform**

- 7.3.1. Second-hand uniforms available in the canteen (as per the newsletter).
- 7.3.2. School bags in the uniform school were considered, but discontinued due to poor quality and high cost (\$65).
- 7.3.3. Kath has 12 choir shirts of various sizes. Not enough for all incoming students. The next choir performance will be on ANZAC day – where students will wear their uniforms. The following big performance will be in June. A solution is needed before then.
- 7.3.4. Many parents have old choir shirts that can be donated. These can be dropped off at the canteen, rather than Kath's house. A notification will be circulated (Facebook, newsletter, etc.)
- 7.3.5. A query was raised whether the school could subsidise swimming kit if a pupil can not afford it. The school cannot use government funding to subsidise individual students; but the uniform shop has second hand clothes.

7.4. **PPK**

- 7.4.1. A report was read out by Brooke (See Annexure D).
- 7.4.2. Discussion on replacement of sand in the playground (about \$5,000 just to top up). Needs to go through Building Management Works.
- 7.4.3. Wait until new Principal is appointed, and then consider 'busy-bee' fund raising.
- 7.4.4. A letter has been presented to Lisa Baker regarding PPK concerns. Lisa Baker will present the letter to the State Development Minister.
- 7.4.5. It was decided to hold off on any grant applications. The grants are quite specific, and it is premature until the plans for the school and new State Government are known. Also other issues: Lottery West grants require the playground to be open to the public; and the school has to match the grant amount.

7.5. **Walking School Bus**

- 7.5.1. A flyer was sent out promoting the Walking School Bus, but there was no response. It will be taken to PP and see if parents are interested.
- 7.5.2. Someone has volunteered to do a Crawford Road route.
- 7.5.3. It was noted that the Walking School Bus usually takes a while to get up to speed, and is more popular in term 2.
- 7.5.4. Friday 19 May is National Walk Safely to School Day.
- 7.5.5. P&C usually donates \$200. Lisa Baker also donates \$200. Parents donate cold MILO. Canteen donated food last year. Parents also donated food, but was a shambles. Discuss further at next meeting.
- 7.5.6. Vanessa will arrange for someone to register the school for the event.
- 7.5.7. The P&C approves a donation of \$200.

7.6. **Safety House**

- 7.6.1. Sharyn is an apology. Parked until next meeting.

8. **Principal's Report:**

<p>8.1. Rather than provide a single report, Vanessa responded on behalf of the school to each point that was discussed.</p>	
<p>9. Any Other Business</p> <p>9.1. School Banking: Greta Little organises, with assistance from Sam and Brooke. Forty students bank, with approximately \$440 in funds. Brooke will send out parent information flyers to years 1-4. An advert has previously been placed in the school paper. Commonwealth is keen to attend an assembly in Term 2.</p> <p>9.2. Parent Interviews: Usually happen in week 10, but will be 2 weeks earlier this year to avoid conflicting with swimming. Appointment forms are available and Helping Hands is available from 12pm onwards. Siblings will ideally be left at home, but are otherwise in the parent's care.</p> <p>9.3. Support for digital meeting technology: Was discussed at the board level. Vanessa will have more details at the next.</p> <p>9.4. City of Stirling Safety Letter re: parking around schools. Vanessa had received the useful article from Ben. Will circulate with next newsletter.</p> <p>9.5. Bike helmets: Several P&C member expressed concern that children and parents were not wearing bike helmets to cycle to school. Vanessa noted that the school cannot police the actions of children and parents outside the school, but does do bike safety education each year.</p>	
<p>10. Date of Next Meeting</p> <p>The next General Meeting will be held:</p> <p>7:00pm - Tuesday 09 May 2017 – Staff Room</p>	
<p>Meeting Closed: 8:20pm</p>	

ANNEXURE A

Resolutions and Action Items 14 March 2017

RESOLUTIONS

Resolution 1:

Brendon Huntley is appointed as the Vice-President of the P&C.

Moved: David Garner

Seconded: Jan Husband

Passed

Resolution 2:

The minutes of the previous meeting are accepted as a true and accurate record of that meeting.

Moved: Amanda Hawkins

Seconded: Bronwyn Jones

ACTION ITEMS

No.	Task	Responsibility	Outcome
1.	Carmen to investigate whether a different canteen menu can be provided to PP kids on Mondays and Thursdays.	Carmen Smith	
2.	Canteen Sub-Committee to present a business proposal to the P&C to refurbish the canteen kitchen.	Canteen Sub-Committee	
3.	Events Sub-Committee to discuss venue for upcoming quiz night.	Events Sub-Committee	
4.	Elyssa to report on ideas for School Fete 2018 format.	Elyssa Wherrett	
5.	Notification to be circulated that second-hand uniforms can be donated at the canteen.	Uniform Sub-Committee.	
6.	National Walk Safely to School Day: (a) P&C approves a donation of \$200; (b) Vanessa to arrange for the school to be registered; (c) To be discussed at next meeting	Various	
7.	Brooke to send out flyers to Years 1-4 re School Banking	Brooke Arrowsmith.	
8.	Vanessa to report on support for digital technology.	Vanessa Blythe	
9.	Vanessa to include City of Stirling Safety Letter in next Newsletter.	Vanessa Blythe	

ANNEXURE B

President's Report 14 March 2017

1. Thanks to Brendan Huntley and Donna Black for taking up the Vice President and Newsletter Coordinator roles. Donna has indicated she will attend the P&C meetings sporadically. This means we have a full compliment for the 2017 P&C positions.
2. Thanks to everyone involved in the Election sausage sizzle and cake stall, including all those involved in the planning, preparation on the day, sales and pack-up. Special thanks to Lys and Carmen for organising all the volunteers and providing an environment for the day which was hectic at times but was always a stress free, enjoyable place to be.
3. Pre-Primary facilities. After the discussion at the February P&C meeting, Felice Bryant organised a meeting with Tim Hammond (Member for Perth in the House of Reps) and Lisa Baker (Member for Maylands), Ben Bartlett and Jude. Vanessa was invited but couldn't attend due to restrictions on involvement with politicians prior to the election. The discussion generally on providing Tim and Lisa with an understanding of the situation with the PPK:
 1. They're not located on the main Primary school campus
 2. The facilities are leased
 3. A long term plan for the PPK isn't readily available, making it difficult for the P&C to commit to spending money on the present sites.
 4. There's currently a 3000m² block for sale on Beaufort St, which could potentially be bought, with an adjoining property, providing well in excess of 3000m², with 3 street frontage and a rear lane. This was discussed as a potentially suitable site for the PPK - it's significantly closer than the existing facilities and would allow for purpose built facilities.
 5. The action from the meeting was to provide a letter to Lisa Baker, which Lisa would present to Sue Ellery (Shadow Education Minister). This letter is in draft form

ANNEXURE C

**Treasurer's Report
14 March 2017**



**INGLEWOOD PRIMARY SCHOOL P&C
TREASURER'S REPORT
FEBRUARY 2017**

1. MONTHLY REPORT

Income and Expenditure for February 2017

FEBRUARY	
OPENING BALANCE	\$26,814.92
INCOME	
Welcome Night	\$852.75
Total Income	\$852.75
EXPENSES	
Bank Fees	\$18.50
Welcome Night	\$247.90
Cheeky Monkey	\$600.00
Total Expenses	\$866.40
Monthly Closing Balance	\$26,801.27

2. P&C EVENTS SUMMARY TERM 1 2017

Welcome Night
Footy Tipping
State Election Cake Stall
Easter Egg Raffle

**REBECCA POUGNAULT
TREASURER**

ANNEXURE D

PPK Report 14 March 2017

PPK Convener Report - 14 March 2017

PPK Representatives - I am please to report that the 4 Kindy and 3 Pre-Primary classes each have Class Representatives. They have been collating the parents contact details and play dates have been arranged.

PP Sand - There has been numerous complaints about the quality of sand in the three play areas at the PP grounds (eg sand pit, slide playground, and the fort). Please for Principal to discuss the budget and term date that sand may be replaced.

Stirling Green Grant and Lottery West Grants – applications have been deferred until further information is available regarding the possible redevelopment of the Pre Primary site.

PPK Wish List submission – The 2017 wish list was extremely short compared to the previous year. PPK teachers mentioned the 2 week time frame was too short to get in quotes and applications, as they were busy doing swimming, concert practice, and end of term reports, on top of normal classes. Would it be a consideration of the P&C to have teachers and parents submit applications at any time during the year, but to be collated and presented at the end of each semester?

Brooke Arrowsmith