

# General Meeting Minutes

**Date:** Tuesday 25/082020

**Time:** 7:01 – 8:35 pm

**Venue:** Kindy

Floreat Park Primary School  
P&C Association



## Agenda Items, per the Minutes:

Item	Time	Topic of Discussion	Attached
1	7:00pm	Open meeting, welcome and apologies	CS
2		Previous Minutes – to be ratified Conflicts of interests Constitution Rule Review – 18.0 Sub-committees	CS
<b>3 7:05pm Office Bearer Reports</b>			
3.1		President & Vice President Report	CS & KC
3.2		Treasurer's Report	KS
<b>4 7:30pm Executive Reports</b>			
4.1		Principal's Report	JR
4.2		Events & Fundraising Exec Report	ZK & CS
4.3		Communications Report	LL
4.4		Class Representative Coordinator Report	JG
4.5		Grounds Report	LM
<b>5 7:50pm Committee Reports / Comment</b>			
5.1		Canteen Report	KW
5.2		Uniform Report	KC & LP
5.3		Safety House Report	AL
5.4		Floreat Dads Report	AB
5.5		Sustainability and gardening Report	JR and SA
5.6		Scholastic and book fair	AH
<b>6 8:20pm Other Matters:</b>			
6.1		School banking co-ordinator recruitment	CS
6.2		Ticketing of P&C events	CS
6.3		Bookkeeper recruitment	CS
6.4		Correspondence	ND
6.5		General Business	
		Next Meeting:	CS
	8:30pm	Close of meeting	CS

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**Present:** Claire Shoebridge, Kristy Corbett, Kirstie Smyth, Mark Walters, Jane Rowlands, David Graieg, Liz Lockett, Ann Johnson, Jacquie Georgiu, Betty Zhou, Sarah Ainslie, Karen Wilson, Liz O’Dea, Bianca Hayley, Fiona Hyland, Mim Basso, Narele McLean, Vernita Hanrahan, Liz Mayhead, Heather Anderson, Ckaie Yow, Michelle Pedlow, Melinda Reid, Toni Blundell, Troy Sinclair, Jess Dyer, Natalie Low, Liza Johnson, Rob Minson, Zoe Kai, Alex Bertram, Charles Zheng, Phillida Rodic, David Reid and Rachel Brown

**Apologies:** Louise Phelan, Rod Cohen, Sarah Fenner, Julia Franz and Luke McCarter

## MINUTES

CS: Present and apologies  
Conflict of interest

**Motion: Minutes of 4 June 2020 be ratified as true and correct (CS). Seconded by ND. Motion carried.**

CS: Review of the Constitution Rule Review regarding sub-committees

### 3.1 President and Vice President’s report (CS and KC)

#### Term 3 Honours List:

#### **Shelley Jenkinson & Mike W (grandparent volunteer)**

For assisting with judging the inaugural Lego building competition. There were lots of amazing entries and we are looking forward to a bigger and better event in 2021!

#### **Tiana Litterick & Sue Morgan**

For going above and beyond when working with the P&C Executive on implementing Qkr! Changes and statements. We could not do it without you, thank you!

#### **Class reps**

For forwarding on comms emails in a timely fashion to ensure all our community are aware of all the happenings across the school. For organising class catch ups with parents and park play dates. For welcoming new families into the classroom and FPPS community. You all have such an important role to play and the P&C Executive and school staff appreciate your efforts.

#### Term 3 President and Vice-President Report

Welcome to new families at FPPS! Welcome to the FPPS Kindy!

#### **IT Policy for Canteen and Uniform Shop**

Employees of The Canteen and volunteers at the Uniform Shop have completed the IT Policy induction.

#### **Job Keeper**

This payment will cease at the end of September 2020 as our sales have returned to 2019 numbers.

#### **Qkr! Update**

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Significant changes occurred over the holidays with the aim to make it more user friendly. The changes coupled with paper statements being issued have increased levy payments significantly.

## **P&C Comms**

There is a weekly email sent out over the weekend via all class reps with an update on what is happening in the school in the coming week. Further information is shared through our Facebook page and important messages are circulated via Connect.

Feedback is always welcome and encouraged via [info@fppspc.com.au](mailto:info@fppspc.com.au) or through your class rep.

## **3.2 Treasurer's report (KS)**

See **attached**.

Music room instalment due in a month. Another \$16K to come in via QKR.

Furniture and equipment for outdoor learning and parent information sessions.

**Motion (KS): To approve the \$5,000 for the furniture and outdoor equipment seconded. Motion carried by majority. Seconded Karen Wilson. Majority carried.**

Discussion re income and payments. Explanation of the difference between infrastructure and other levy.

## **4.1 Principal's report (JR)**

See **attached**.

Planning, esp re enrolment numbers for 2021. Advertising for deputy principal to commence term 1, 2021. 2 adults only for learning journey and booking system will be in place.

(MW) Technology update and an overview of the history of FPPS' ICT strategy. Reviewing ICT strategy and whether we do BYOD. Committee together. Question from floor re timeline that going to be 2021 consultation, start new process in 2022.

Pupil free days in 2021 – 27 and 28 Jan 2021, 8 June (after long weekend), Friday 3 September and 12 November 2021.

## **4.2 Fundraising / Events report (ZK and CS)**

### **Events which have occurred since last P&C Meeting**

- Lego Building Competition
- IT/app Workshop for EAL/D families
- Kindy/PP Fashion Night
- Class/year group catch ups
- Floreat Dads Night Out
- Principal Appreciation Day
- Science Week

### **Events (planned/proposed)**

- **Fathers' Day Stall** – delivery to classrooms Friday 4 September

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- 9 family owned businesses on board (She's In Parties Catering, Flower Market, Amore, Some-day Coffee Co, la Sante Wellness, Padel Perth Reabold, Rise Pizza, Bedtime Daddy Book & Nowhere Man Brewery). Please support these businesses.
- Website will be ready from this weekend – similar format to Mother's Day Stall.
- Kindy classes at the beginning of the week will need to collect items from main school Front Office on Friday 4 September, if there are no older siblings.
- **Athletics Bake Sale**
  - Apologies for the confusion regarding the event status
  - A small committee is organising the stall which will adhere to Covid requirements.
  - Parents are asked to drop off baked goods to the stall the morning of the event.
  - Each class will be asked to have at least one volunteer for a short time on the day.
  - A coffee van will also be on site for all your caffeine and hydration needs.
  - Funds raised will go towards the new marquee purchase.

**MOTION (CS) :** CS proposed the organisers of the Athletics Bake Sale receive a cash float of no more than \$500 to enable the smooth running of the event. ND seconded it. Carried by majority

- **Student Disco**
  - Looking for a parent volunteer to organise this fun event.
  - Email [info@fppspc.com.au](mailto:info@fppspc.com.au) if you and a couple of friends are keen to co-ordinate this fun night out for the kids!
- **Kindy Camp out**
- **Kindy Tea towels**
  - Class reps and parent volunteers will be co-ordinating the traditional Kindy tea towels.
  - **Kindy/PP tea towels (KC) Looking for vollies from kindy to assist**

**CS:** Need to look at what further big projects will be aimed for in 2021. No big fundraising events in 2020.

## 4.3 Communications report (LL)

Nothing to report.

## 4.4 Class Representative Coordinator report (JG)

The Class Representatives have started organising both after school plays and parent catch ups. The feedback has been really positive and parents are enjoying meeting each other socially for the first time this year. It has also been a great opportunity to welcome some new parents to the school. I am still receiving feedback from some parents that they are not receiving any P&C weekly comms from their class Rep. I have asked the Class reps to let me know if there is anything preventing their ability to send it out, I am yet to receive any responses.

## 4.5 Grounds Report (LM)

Nothing to report.

## 5.1 Canteen report (KW)

See [attached](#).

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KW: PP visiting canteen on Wed 23 September. Currently on winter menu. Will change in term 4 in summer. Vollies ae back. FPS is the only school that has a canteen that operates 5 days a week.

Year 3 email from Ms Chia re plastic forks and spoons. Looked into other options. One is compostable forks and spoons. Discussion re whether acceptable to parents to add a small surcharge to the canteen purchases. General agreement to the principle.

## 5.2 Uniform report (KC)

Since the last report in May, the Uniform Shop has processed 164 orders.

We are no longer stocking the Sky Blue/Navy Bucket Hats in the shop as part of our streamlining objective. Going forward we will only carrying the Reversible Faction Bucket Hat.

We are planning to have a *Fire Sale* in Term 3 on all discontinued clearance stock. These products are old surplus stock such as the Dresses, Micro fibre Jackets, Jazz Pants and Surf Hats. We have limited quantities and sizes but they are very heavily discounted. Stay tuned for a date!

Louise and Fiona from the Shop are currently seeking another Uniform Shop Coordinator. Please contact us at the shop if you are interested in taking up this role.

Due to changes in the uniform policy and poor sales of some lines of uniform stock, particular uniform items need to be written off. Although it is unfortunate financially to have to write off stock, this is very old stock that was purchased some time ago, and as it will not be sold it the Uniform accounts need to reflect this, and it needs to be removed from the uniform shop.

**MOTION (KC): Motion proposed to write off 9 x size 14 school dresses at a cost of \$39 each plus GST (\$386.10) and 57 x assorted sizes tartan school skirts at a cost of \$38 plus GST (\$2 382.60) = \$2,768.70. Liz Lockett seconded. Majority carried.**

The implementation of the sub-committee, a tightening of the uniform policy with fewer items in the uniform policy and an improved uniform supplier agreement with Spartan (as outlined by Louise) will work towards ensuring we don't need to write off large amounts of stock again. Adopting a Term of Reference for the uniform sub-committee will also ensure additional guidelines are in place for the ordering of stock.

Discussion re what to do with written off stock. Any contacts for charity, contact KC

**MOTION (KC): Motion proposed to adopt the attached Terms of Reference for the Uniform Sub-committee, based upon the WACSSO recommended Terms of Reference for Uniform sub-committees. Bec seconded. Majority carried.**

As people are aware, the school is currently updating the school logo which means the uniform logo will also be updated, which is most evident on the polo t-shirt. Although our stocks are currently at the level where we would normally order more polo t-shirts, it has been decided that further polo t-shirts will not be ordered, likely creating a short-fall before the new stock is available. This decision was made with the support of the school as the P&C is reticent to be left with surplus stock that parents are (understandably) reluctant to purchase, which means further stock would have to be written off by the P&C. Any parents with questions regarding this decision are to direct them to the P&C via the [email: info@fpps.com.au](mailto:info@fpps.com.au), queries ARE NOT to be directed to uniform shop volunteers.

Question re how long can wear old shirts for when new logo is out. As long as you like. Changing fabric? Yes, the new t-shirt is like a cotton mix, hopefully more stain resistant. Timeline for the new logo? Claire Yow said in phase 2 of design development, narrowed down to two options. Will be a

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voting process. Parents and children voting in a shortlist once approved internally. JR – getting a suite of logos but its really the centre piece that needs to be worked on.

## 5.3 Safety House report (AL)

Good news - finally, we have one new family signed up for Safety House :) It's the only one over the past two years though, so we should to emphasise the need for more residences volunteering through the Yellow Day somewhere in September (date to be agreed with Rod).

The SH Art Competition date to be confirm later this week.

The SH Show performances were postponed. We were planning to have the one arranged for us this year but it will be subject to the decision of the SH Association. They might be considering the new dates later in Term 4.

Compliance check up is under way.

## 5.4 Floreat Dads (AB)

See attached report.

CS – Over 100 dads attended the last Floreat Dads event.

CS – annual camping. Kindy to year 5 camping at Lake Leschenaultia. At the moment, it's a P&C event. Given the constitution, needs to be things that need to be done, like a risk management plan.

CS: Motion that the annual Lake Leschenaultia from pre-primary to year 5 is no longer a P&C event. Alex seconded. Motion carried by majority. No dissenters

Question from floor as to whether it will still go ahead? Yes

## 5.5 Sustainability (JR) and gardening (SA) report

### Sustainability:

A meeting was held with the schools to determine where the P&C can help with projects to achieve their sustainability outcomes. A number of projects were identified and will be formalised over the coming months with the focus being on waste management, recycling and composting.

One project that will be launched is participating in the TerraCycle program and having a collection point for a number of household goods, e.g. bread tags and toothpaste containers.

The implementation of Bokashi composting systems will be trailed and more paper will be added to the composting systems. The year 6 group will help with ensuring that waste is deposited into the correct containers to make sure more organics are composted.

Sarah Ainslie has been working with the teachers to get the garden beds up and running again and a maintenance rotation system will be established with the classes.

The year 5's are looking at transforming the frog pond area into a retreat and assistance has been offered, this might potentially need a P&C (Dads/Grand dads) busy-bee.

Bunnings will be approached to see if they are willing to help with a number of projects and the supply of plants.



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Sarah Ainslie: Gave update re gardening. Waste wise school and matching up with Terracycle. Where the old worm farms were, there will be cabinets for recycling. Terracycle free post, and then money back to school. Explained kobashi system. Home grown vegies going to the canteen.

Question from the floor by Ann Johnson: bottle collection on site. Can apply for a code and then when drop off bottles for recycling, put in code and it can go to FPPS P & C .

Mel: batteries. Great initiative to have competition for battery recycling.

Question from Phil via Webex re deposit point. Can we install? Can we consider? Containers for change.

JR: Query re where it would go? Need to consider logistics.

## 5.6 Bookfair and Scholastic Book Club (AH)

Current Rewards balance: \$650

Rewards which need to be used before 30 October: \$423

Current Issue average order total: \$2k

Much of the commission which is earned through sales occurs through the Book Fairs which Floreat Park PS has historically run twice a year. With the current situation regarding Covid-19, Scholastic has temporarily suspended Book Fairs.

To address this, I propose to run either Issue 6 or Issue 7 as a virtual book fair if the regular book fair set up cannot proceed in Term 4. Scholastic have approved the idea and gifted vouchers for prizes. Rather than brochures going straight home, students would bring them to the library, sharing and discussing the contents, writing down books etc they are interested in either on the catalogue or using the red slips. I would assist Jodie Barnes in creating a display in the library and have a colour in competition for the Kindy/Pre-primary, Junior, Middle and Senior students

The week for this to occur will be confirmed closer to the issue dates and confirmation of the status of book fairs for Term 4.

## 6.1 School banking co-ordinator and bank account – update (CS)

Discussion.

CS: A few years ago had a couple of coordinators. Dollormites with CBA. Keen to get up and running again. One person who is semi interested. Need a couple of vollies.

JR: Full support from school. Children don't appreciate the value of money when people pay with cards. Moneysmart is a good program.

## 6.2 Ticketing of P&C Events

Recent changes (2019) to the P&C Constitution impact how ticketed events need to be managed. The main changes relate to the finances of all ticketed events. The P&C Executive want to ensure people are encouraged to organise events, are supported in the process of organising events and understand the responsibilities when undertaking such a role.

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Some guidelines are currently being drafted up and will be presented at the Term 4 P&C meeting. However, in the meantime I propose the following motions:

**MOTION (CS): I propose a motion that all organisers of ticketed P&C events will present an event overview to the P&C meeting; which will outline the objective of the event, a draft budget and if applicable a request for a float. ND seconded. VOTING: Majority carried : 22 in favour, 2 against online.**

Eg disco if that goes ahead. Questions from the floor: how will it work timing-wise. If need be, exec can approve it and then ratify it at the next P&C meeting. Covered by P&C insurance – has to be shown on minutes, money goes into P&C account, organiser has to be a P&C member. Focus is mainly on fundraising events but not entirely. Comment that this has been happening but need to fine tune processes. Comment from AB online: scope on what constitutes a P&C event? Kindy/PP fashion is a P&C event. (CS) Can't be an opt in process. (KC) Small shortfall at the end – goes back to P&C. Can come up with templates in the future. LL – difference between P&C and private: funds through P&C account. If private, no insurance. If P&C ticketed event, where does money come through? Through the P&C. Big expense, P&C can pay, can also provide a float. Significant discussion on the issues from the floor. Concerns that it might turn people off organising events. Trybooking concerns re can change bank accounts. Question re requirements of the constitution.

Numerous conversations with WACSSO and get in writing re what required to do and what bare minimum is. CS will distribute comms with WACSSO. ACNC issue raised.

Question is whether first motion is getting P&C to approve events? Question re risk that people bypass the P&C. Only for large events? No.

CS – 2 weeks in advance of a P&C meeting or 72 hrs of an exec meeting. Just an email.

**MOTION (CS): I propose a motion that once a ticketed event has been held, all monies (float, cash and other) will be delivered to the P&C Treasurer within 14 days after the event. Event organisers will be required to give a brief review of the event for the next P&C meeting. DEFERRED**

If there is not enough time between an event being organised and a P&C meeting being held, the P&C Executive have the authority to vote on whether such events can go ahead and approve a float. The minutes of these meetings are then presented to the general P&C at the following P&C meeting.

## 6.3 Bookkeeper recruitment (CS)

Louise Birbeck is stepping down from this role in the near future. The P&C Executive have been busy recruiting an appropriate person for this role.

**MOTION (CS): I propose a motion that the P&C employ an experienced bookkeeper for no more than \$75 per hour.** Liz Lockett seconded the motion. Motion carried by majority.

The current billing rate is significantly less than this, however all the quotes received have been for between \$55 - \$75 per hour.

**CS: One company is \$55 per hr and the other is \$75.**

## 6.4 Correspondence (ND)



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Bank statements and junk mail primarily.

## 6.5 General Business

See above

**Date for next meeting:** 19 November at the school library.