

# General Meeting Minutes

**Date:** Thursday 4/06/2020

**Venue:** Videoconference

Floreat Park Primary School  
P&C Association



Agenda Items:				
Item	Time	Topic of Discussion		Attached
1	7:00pm	Open meeting, welcome and apologies	CS	Annexed
2		Previous Minutes – to be ratified (AGM and Exec Minute from 23 April 2020) Conflicts of interests Constitution Rule Review	CS	
3	7:05pm	Office Bearer Reports		
	3.1	President & Vice President Report	CS & KC	
	3.2	Treasurer's Report	KS	Annexed
4	7:30pm	Executive Reports		
	4.1	Principal's Report (March 2020 for term 1 and June 2020 for term 2)	JR	Annexed
	4.2	Events & Fundraising Exec Report	ZK & CS	Annexed
	4.3	Communications Report	LL	
	4.4	Class Representative Coordinator Report	JG	
	4.5	Grounds Report	LM	
	4.6	Floreat Dads Report	AB	
5	7:50pm	Committee Reports / Comment		
	5.1	Canteen Report	KW & CS	Annexed
	5.2	Uniform Report	KR & LP	
	5.3	Safety House Report	AL	
	5.4	Sustainability and gardening Report	JR and SA	Annexed
6	8:20pm	Other Matters:		
	6.1	School banking co-ordinator recruitment	CS	
	6.2	Canteen Term of Reference	CS	Annexed
	6.3	P&C IT usage guidelines	CS	Annexed
	6.4	Correspondence	ND	
	6.5	General Business		
		Next Meeting: Tuesday 25 August 7.00pm venue TBD	CS	
	8:30pm	Close of meeting	CS	



## MINUTES

Opened at 7:03pm, closed at 8:43pm

1. **Apologies:** Louise Phelan, Fiona van den berg, Liz Mayhead
2. **Attendance:** David Graieg, Claire Shoebridge, Kirsty Corbett, Kirstie Smyth, Natalie Dimmock, Jacquie Georgiu, Janine Roets, Karen Wilson, Jane Rowlands (ex Officio), Maz Razmavar, Mark Walters (Ex officio), Michelle Pedlow, Su Wu, Sarah Egan, Liz Lockett, Charles, Zoe Kai, Julia Franz, Justin Herriman, Rebecca O'Brien, Narelle McLean, Lucy Stone, David Reid, Monique Jenner, Sarah Egan, Amy Sutton, Alex Bertram, "Liz", Sharon Ye, Luke McCarter, Bianca Hayley
3. **MOTION:** Minutes of the AGM of March 2020 are an accurate record (CS). Seconded: Karen Wilson. Motion carried.
4. **MOTION:** Minutes of the Exec meeting of 23 April 2020 are an accurate record (CS). Seconded: Janine Roets. Motion carried.

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

#### TERM 1 & 2 HONOURS LIST

School staff (teaching, administration and support staff)

For working tirelessly on every contingency, differentiating learning programs, engaging in professional learning, supporting our children and always having a smile. Thank you.

#### Pen Melis

Pen was a proactive, involved and ambitious P&C President. If you wanted something done you asked Pen and she would get it done in no time. In 2019 Pen and her team got an enormous amount of projects achieved, which is a testament to her enthusiasm. Thank you Pen for all that you did and gave to our school community.

#### Chino Yuan

For assisting the P&C with accessing JobKeeper payment for our employees. You went above and beyond and we are very grateful.

#### Alex Bertram

For stepping up when the call went out for support with the Mother's Day Stall. You created a great website and showed off your skills, which will be utilised again in the future. Thank you.

#### P&C volunteers

National Volunteer Week was in the middle of May. Thank you to all the parents, family members and members of the wider community thank you for all the hours you put in the support our children. We couldn't do it without you all!

#### Term 1 2020

##### Uniform Shop Refurb:

The Uniform Shop was emptied, cleaned, fumigated and repainted during the holidays. Some old timber shelving was removed, existing shelving repositioned and a change room was created.

##### QKR App:

Qkr has been taken up by our community with great enthusiasm. Many thanks and appreciation to Karen Wilson, Louise Phelan, Pen Melis for working tirelessly behind the scenes to get it up and running ready for term 1 2020. Further details in the Treasurer Report.

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## P&C Directory:

The directory was transferred across from Word to Excel and a database has been created using 2019's info and 2020 info this is to enable efficient editing. Edits are received via the website and exported directly into the database. There are still tweaks needed to ensure there are no omissions... a work in progress. The directory has recently been updated on Connect and further updates will be made once per term moving forward. Once again, thanks to Pen Melis for her high-level Excel skills and Emma Fuller for monitoring the updates as they occur.

## Kindy shade sails:

The shade sails at Kindy were removed, cleaned and repaired during the school holidays by West Coast Shade and then reinstalled prior to school commencing. The damaged pole was also repaired by West Coast Shade.

## Book keeper

Thank you to Louise Birbeck who has been the Book-keeper for the Canteen and the Uniform shop for a number of years. Louise will be stepping down from the Bookkeeper role so a new Book keeper will need to be employed on a contract basis.

POSITION (soon to be) VACANT: Book-keeper wanted. If you would like more information on what this role entails, please get in touch. [info@fppspc.com.au](mailto:info@fppspc.com.au)

## Stay and Play term 1

Had a great turn out to support the Bushfire relief fundraiser and to receive a free ice cream at the beginning of term 1. Stay tuned for the next stay and play later in the year!

## Pre-Committed Funds

**MOTION (CS): That the \$30,000 allocated to the music room upgrade in 2019 be transferred to the school accounts. Seconded by (Rebecca O'Brien). Motion carried by majority.**

Music Room upgrade (\$30,000). This was approved In the 2019 budget, however the funds were reallocated. The music room has undergone an amazing upgrade and the funds need to be transferred.

**MOTION (CS): That the \$17,500 allocated to the flexible furniture by transferred to the school accounts in two Instalments. Seconded by Liz Lockett. Motion carried by majority**

Flexible Furniture (\$17,500). The current FPPS Business Plan highlights the Importance of Implementing flexible furniture throughout classrooms. Students have been benefitting from this furniture since half way through term 1 2020.

## Promotion of businesses within the school community

Historically the P&C have not actively promoted FPPS family owned and operated businesses. However due to the nature of the economic climate the P&C Exec have discussed the relaxation of these guidelines to allow the promotion of businesses through social media for a limited period-of-time.

Class reps – if you are aware of a family in your class that has a small business, if you feel comfortable please speak to them about this offer.

If you would like your family business promoted please get in touch [info@fppspc.com.au](mailto:info@fppspc.com.au)

## Job Keeper

The P&C Executive identified The Canteen employees were eligible to receive JobKeeper payments. Discussions and a meeting were held to confirm the process to apply for the JobKeeper and the three employees are currently receiving JobKeeper payments. Refer to the Exec meeting minutes



## **Gratitude Wall**

Teachers, administration staff, support staff, grounds staff and all other members of the school community have been working tirelessly throughout the Covid-19 pandemic. Their efforts have not gone unnoticed and as a small gesture the P&C co-ordinated a last minute 'Gratitude Wall.'

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

### Budget 2020

The budget has been revised in light of the current economic environment as well as looking at contributions on a like for like basis to date. We have also reviewed expenditure given the current economic climate and made some reductions where possible.

Last year, a number of larger fundraising events had already taken place, such as the Art Bar, which contributed to increasing available funds. However, we have taken a more conservative view on funding raising this year given the current economic environment and potential negative impact to some Floreat families.

### Contributions to date

To date we have received 22% of voluntary and 21% of infrastructure contributions. A key sensitivity in the budget is the assumption that we will achieve 65% of fees for both voluntary and infrastructure levies over the course of the year. This is a reduction on previous years where we have achieved above 80% but more in line with the current environment. Future funding request approvals will be dependent on increased levels of contributions received.

### Balance at Bank (rounded)

The bank balance is currently \$92,500. However, some of these funds are accounted for as follows:  
Music room \$30,000 (2019)  
Student flexible furniture \$17,500 (Feb 2020)  
Laptop leases \$31,000 (Dec 2019)  
P&C running costs \$16,000 (ongoing, which includes the school Chaplain payment)  
Total: \$94,500

In terms of the school funding requests, we have worked with the school to identify their funding priorities, which are listed in preferential order in the budget. However, in order to support these and the school environment for the students, we would like to encourage parents to pay their contributions so that there are additional funds to further support the proposed funding requests for this year.

### Future funding requests:

These are noted on the budget in preferential order. For this meeting, we would like to pass a motion to pay for the pre-committed expenses of the music room and flexible furniture as raised last year. At this point, we have insufficient funds to be able to approve new projects until the term 3 meeting. Going forward, as funds become available, through both parent contributions and planned fundraising, we will present options at the next meetings to vote on.

### QKR Update:

We are currently working with the team at QKR and the school to make the app more parent friendly. A short term solution involves changing fees so that they only show what is applicable to each year

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group A longer term solution QKR are working on is an option to prevent payments being made a second time. As this progresses, we will keep you updated.

Refer to the following for the YTD Financial Reports:

See **Annexure** for the proposed Budget for 2020 (and actual year to date May 2020), for the Profit and Loss and for the Balance Sheet.

Alex Bertram asked re difference in budget from last year. KS said only 22% of contributions received this year to date, compared to last year.

General discussion re reduced financial contributions to P&C.

**Motion: (KS) That the P&C approve the proposed budget for the 2020 calendar year. Seconded by Rebecca O'Brien. Motion carried by majority.**

## 4.1 Principal's report (JR)

See attached two reports, for term 1 and term 2, given there was no general meeting in term 1.

Jane and Mark gave an update on the school, Covid19 impacts (positive and negative), the school logo and website, the outdoor learning area. FPPS applied for a grant and have received \$10K definitely from DoE, but have gone back to the Dept of Education and sought further funds of \$15K. This money will be put towards completing the Outdoor Learning Area.

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

The majority of the Term 1 2020 events were unfortunately cancelled due to Covid-19.

Stay n Play Term 1

Easter Colouring In Competition

ANZAC Day activities

Gratitude Wall

Mother's Day Stall

- Thank you to Floreat Dads (Alex Bertram) for taking this on at short notice.

- Over a quarter of the families purchased items from the online stall

- The FPPS community raised over \$3500 for family run businesses

The Flower Market

Amore

SomeDay

La Sante Wellness

She's In Parties Catering

- This was not a fundraiser for the P&C.

- Feedback is welcome to [info@fppspc.com.au](mailto:info@fppspc.com.au)

- If you have a small business and would like to be part of future Mother's Day or Father's Day stalls please get in touch with us.

- Thank you to the volunteers who assisted with bagging and delivering of products.

Stuck On You Fundraiser

- Stuck On You provides personalised stationery, clothing, labels and other items

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- Go to <https://www.stuckonyou.com.au/affiliate/fundraiser/FLOREATPC> to help raise money for the P&C.

Entertainment Books (Karen Wilson)

- Promotion through Facebook
- Only a small number of purchases so far in 2020, less than \$100 raised.

**Proposed Events 2020** - See attached calendar

**What does fundraising in 2020 look like at FPPS? (ZK and CS)** Discussion item.

In previous years there has been numerous opportunities for fundraising to occur, in a variety of formats. 2020 does not currently allow for this and the Covid-19 situation is unlikely to create opportunity for large scale social fundraisers. However, fundraisers are an important part of the budget and provides much needed funds to deliver projects and resources for the school.

What format of fundraising are families prepared to undertake this year? Do we consider changing the Father's Day Stall to a small fundraiser for 2020 only? Look into commission-based fundraisers? Galaxy Drive In – community movie night??

Discussion: Lego competition towards the end of the year. Floreat Forum bookshop – possibility of a commission based fundraiser. Father's Day stall – sell leave passes. Should the FDS 2020 be a fundraiser? Need to be mindful around the purpose of the fundraising.

## 4.3 Communications report (LL)

Comms Exec has been busy, particularly on Facebook, with messaging and activities to support the School community including ANZAC day commemorations, virtual Mother's Day stall and an Easter colouring in competition. Rules regarding the promotion of businesses have been relaxed during COVID to allow for promotion of business owned and operated by School families - this promotion has been limited to Facebook.

**Please follow the P&C Facebook page "Floreat Park Primary School" to get regular updates**

## 4.4 Class Representative Coordinator report (JG)

A huge thank you to all the class reps for keeping their classes up to date with all the information from the P&C. We have had a great response from the school community with our Anzac Day activities, Mother's Day Stall and the Gratitude Wall.

Due to the governments restrictions around COVID and social distancing, the class reps have been unable to organise any class catch ups to date.

It would be great if we could have our class reps continue to get the information out to parents and classes within a 24/48 hour period.

## 4.5 Grounds Report (LM)

Busy Bee

- Sunday 7 June 2.00 – 4.00pm (weather permitting). Need volunteers
- Deconstruction and removal of pergola (use of chainsaws may be required)
- Clean out of leaf matter and weather proofing of P&C shed
- Spades, wheelbarrow and gloves will be required.



- Sign up via [info@fppspc.com.au](mailto:info@fppspc.com.au)

## 4.6 Floreat Dads (AB)

Mother's Day Stall – positive feedback about dads running this event. Look to this possibly being an annual event.

Alex gave an update. Parents and kids event towards the end of the year. Mini golf was last year and was successful. Or perhaps a colour run? Still uncertainty around what we can do due to Covid19. Support of local businesses re Mothers Day Stall was great.

## 5.1 Canteen report

See **attached** report and P & L.

Karen Wilson – Hopefully can get volunteers back into the school. Difficult start to the year with getting used to QKR. Staff have done Covid19 course and training. Got a new laptop. Thanks to Lucy and Angela

Discussion re need for sub-committee per Constitution

**MOTION (KC): That a Sub-committee be formed consisting of a minimum 3 financial members to be known as the Floreat Park Primary School Parents & Citizens' Association Canteen Sub-committee. Seconded by Rebecca O'Brien. Motion carried by majority**

**MOTION: (KC) That CS, Karen Wilson, Lucy Stone and Angela Sturdy are elected to the Canteen sub-Committee. Seconded by Kirstie Smyth. Motion carried by majority.**

## 5.2 Uniform report (LP) delivered by Kristy Corbett.

Since the start of Term 2 the Uniform Shop has received 108 orders.

The new shop Laptop has arrived so the Uniform Shop Co-ordinator can have access the back end of the Qkr! site. The log ins are currently being set up. Once all set up this will help with picking orders, reporting and managing inventory.

We have been working with changing suppliers of our Polar Fleece Jackets. Our new supplier is Spartan Clothing. The reason for this change was that Spartan have exclusive rights to the patented technology that is Ragtag.

All Spartan jackets come with a smart tag (Ragtag) attached. When a jacket is purchased parents pair Smart tag to their phones with a single SMS. Mum or Dad receive a SMS alert when the smart tagged item are automatically detected in our lost property cupboard. The price of the jackets will be increased to \$35.00. More details to follow in Connect.

A great response was received in regards to the markdowns of discontinued stock. We now have very limited sizes left of most of these lines.

### Uniform Sub-Committee (KC)

The Uniform Shop is currently operating as a sub-committee. However, it needs to formally be recognised as one. Terms of Reference for the Uniform Shop will be presented at the meeting in term 3.

**MOTION (CS): That a Sub-committee be formed consisting of a minimum 3 financial members to be known as the Floreat Park Primary School Parents & Citizens' Association Uniform Shop Sub-committee. Seconded by Karen Wilson. Motion carried by majority**



NOMINATIONS: Call for nominations to the Uniform sub-committee.

**MOTION (CS): That Louise Phelan, Fiona Van Den Berg, and Kristy Corbett be elected to be on the Uniform Shop sub-committee. Seconded by Bianca Hayley. Motion carried by majority**

### 5.3 Safety House report (AL)

1. Checking the residents' compliance issues over June-August
2. Preparing for the Safety House Week and booking for the Safety House Show at the end of August-September.

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

#### Overview (JR):

The aim of the Floreat Park Primary School P&C Sustainability Sub-Committee is to assist the school with implementing environmentally sustainable projects and programs as well as promoting sustainable outcomes for P&C activities.

The main project identified for this year is to assist the school in becoming a Wastewise School, it is a formalised process with ample resources and support and the school has most of the equipment available already, e.g. worm farms, composting bins and raised gardens.

The proposed second project is the revitalisation of the Aboriginal Garden behind the Library and a busy bee is recommended in conjunction with the Grounds Committee to clear the area and establish low growing local native plants and bush tucker.

Additional projects will be identified during the year.

A meeting will be arranged with the school to discuss the projects and determine the detailed actions.

#### Gardening update (SA):

So I've been quite busy in the gardens. I've been able to source a lot for free items such as branches blown down from the trees to build the cucumber tower, a bed frame for the peas to grow on, my kids and I have sown seedlings in the holidays and have planted them out in the gardens and anything else used like soils I have bought myself so far. I have got 7 out of the 10 beds full of vegetables that can be used by the canteen and for classes for cooking lessons. I will have some vegetables ready for harvest by the end of term. I have planted out potatoes, carrots, leeks, onions, kale, cucumbers, tomatoes, peas, lettuces, rhubarb, celery, mustard greens, lots of herbs and some companion plants. I have been collecting the shredded paper from the office and coffee grounds from a local café plus with the lawn clippings I've been able to start using the compost bay area. I am getting some worms donated next week to go into the inground worm towers I will be building next week, then I can start collecting the veggie scraps from the canteen again. I have also had some ibc containers donated to make into wicking beds once I have enough soil for them. I have some buckets with seaweed steeped in water brewing to make a seaweed tonic for the gardens.

The pre-primary teachers have approached me to help them plant some climbing vegetables against the fences next to their classrooms and have given me some plastic barrels to plant potatoes in for them. I will also be planting seeds into donated plant pots to grow flowers and vegetables in that can be sold as a fundraiser at events like the interschool carnival.





The things that I do need at the moment is more manure and compost, a bench area to pot up preferably made from sustainable materials. I will keep looking out for one. Also once we have the funds for larger worm farms I could compost a lot more items from around the school.

## 6.1 School banking co-ordinator – discussion (CS)

In previous years the P&C ran School Banking. It was highly successful and introduced the concept of saving to our children. It requires two-three volunteers to run. If you and your friends would like to learn more about this program please email [info@fppspc.com.au](mailto:info@fppspc.com.au)

## 6.2 Canteen Terms of Reference

**MOTION (CS): That the Canteen Terms of Reference be adopted by the FPPS P&C. Seconded by Rebecca O'Brien. Motion carried by majority.**

The Canteen Is a sub-committee of the FPPS. The sub-committee is responsible to the P&C, which instructs the sub-committee on how it is to operate by adopting instructions called Terms of Reference.

## 6.3 P & C IT usage policy

**Motion (CS): That the IT Policy for the Canteen employees and Uniform Shop Co-ordinator is endorsed by the FPPS P&C. Seconded by David Graieg. Motion carried by majority.**

Please refer to the attached document.

The Canteen and the Uniform Shop received new laptops at the start of the new year from funds approved in 2019. The old laptops were unreliable and unable to connect to the school network. This impacted heavily on the time taken to complete tasks in both businesses.

The IT policy is to be read in conjunction with the Department of Education IT policies and frameworks. Taking the policy as read, the main points of note are each employee/uniform shop co-ordinator has their own secure log in and employees/uniform shop co-ordinator are not allowed to use portable storage devices.

Discussion whether to just use the Ed Dept policy, rather than have a separate policy. To be monitored. Good practice not to use thumb drives.

## 6.4 Correspondence (ND)

Bank statement and junk mail primarily.

## 6.5 General Business

(CS) School banking coordinator – anyone keen? For next meeting

**Date for next meeting: Tuesday 25 August. 7.00pm. Venue tbd**