

General Meeting Agenda

Date: Tuesday 25/082020

Time: 7:00 – 8:30 pm

Venue: Kindy

Floreat Park Primary School
P&C Association



Agenda Items:				
Item	Time	Topic of Discussion		Attached
1	7:00pm	Open meeting, welcome and apologies	CS	Annexure A are the Minutes from the previous meeting
2		Previous Minutes – to be ratified	CS	
		Conflicts of interests Constitution Rule Review – 18.0 Sub-committees		
3	7:05pm	Office Bearer Reports-		
	3.1	President & Vice President Report	CS & KC	Annexure B
	3.2	Treasurer's Report	KS	
4	7:30pm	Executive Reports		
	4.1	Principal's Report	JR	Annexure C
	4.2	Events & Fundraising Exec Report	ZK & CS	
	4.3	Communications Report	LL	N/A
	4.4	Class Representative Coordinator Report	JG	
	4.5	Grounds Report	LM	N/A
5	7:50pm	Committee Reports / Comment		
	5.1	Canteen Report	KW	Annexure D Annexure E (terms of reference)
	5.2	Uniform Report	KC & LP	
	5.3	Safety House Report	AL	Annexure F
	5.4	Floreat Dads Report	AB	
	5.5	Sustainability and gardening Report	JR and SA	
	5.6	Scholastic and book fair	AH	
6	8:20pm	Other Matters:		
	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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AGENDA

Constitution Rule Review (CS)

18.0 Sub-committees

- 18.1 The Association may establish sub-committees for purposes it considers appropriate and consistent with the objectives and functions of the Association.
- 18.2 Sub-committees must abide by the Terms of Reference as approved by the General Meeting.
- 18.3 Members must be elected to a sub-committee.
- 18.4 Sub-committees members must be financial members of the Association.
- 18.5 Sub-committees must include a member of the Executive Committee.
- 18.6 The President is an ex-officio member of all sub-committees.
- 18.7 The report of the sub-committee must be presented and ratified by a General Meeting.
- 18.8 All monies raised by sub-committees are considered funds of the Association.

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

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

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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 or through your class rep.

3.2 Treasurer's report (KS)

See attached.

4.1 Principal's report (JR)

See attached.

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
 - o 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.
 - o Website will be ready from this weekend – similar format to Mother's Day Stall.
 - o 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**
 - o Apologies for the confusion regarding the event status
 - o A small committee is organising the stall which will adhere to Covid requirements.
 - o Parents are asked to drop off baked goods to the stall the morning of the event.
 - o Each class will be asked to have at least one volunteer for a short time on the day.
 - o A coffee van will also be on site for all your caffeine and hydration needs.
 - o Funds raised will go towards the new marquee purchase.

MOTION (CS) : I propose the organisers of the Athletics Bake Sale receive a cash float of no more than \$500 to enable the smooth running of the event.

- **Student Disco**
 - o Looking for a parent volunteer to organise this fun event.
 - o Email info@fppspc.com.au if you and a couple of friends are keen to co-ordinate this fun night out for the kids!
- **Dads Camping at Lake Leschenaultia**
- **Kindy Camp out**
- **Kindy Tea towels**

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- Class reps and parent volunteers will be co-ordinating the traditional Kindy tea towels.

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

5.2 Uniform report (LP and 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 (\$2382.60) = \$2 768.70

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.

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MOTION (KC): Motion proposed to adopt the attached Terms of Reference for the Uniform Subcommittee, based upon the WACSSO recommended Terms of Reference for Uniform sub-committees.

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.

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

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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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.

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.

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 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.

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.

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.

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MOTION (CS): I propose a motion that the P&C employ an experienced bookkeeper for no more than \$75 per hour.

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

6.4 Correspondence (ND)

Bank statements and junk mail primarily.

6.5 General Business

Date for next meeting:

General Meeting Minutes

Annexure "A"

Date: Thursday 4/06/2020

Venue: Videoconference

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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

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

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

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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
- 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.

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- Sign up via 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.

General Meeting Minutes

Date: Thursday 4/06/2020

Venue: Videoconference

Floreat Park Primary School
P&C Association



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

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

Treasurer's Report

ANNEXURE B

Report Details

Date: 16 August 2020

Prepared By: Kirstie Smyth

Contributions to date

As a combination of school invoices being sent out and a number of improvements to QKR, we have had a substantial increase in P&C levies this term. Thank you to all who have recently paid.

To date, we have received 71% of voluntary and 68% of infrastructure contributions based on the original budget of 65% total contributions. We still need additional P&C levies to be paid to facilitate new funding requests for this financial year. All infrastructure levies fund the student's laptops; \$12,810 is still needed to fulfil this year's commitment.

Future funding request approvals will be dependent on increased levels of contributions received.

Balance at Bank (rounded)

The total bank balance as at 16th August 2020 is \$107,933. This includes :

Canteen \$32,183 (inclusive of job keeper funding and provisions for future infrastructure requirements)

Uniform shop \$26,014 (funds required for new uniforms late 2019/early 2020)

Building fund \$3,441 (specific use requirements)

P&C funds \$46,295 (see committed expenditure below)

Of the P&C funds above the following funds are accounted for as follows:

Music room \$20,000 (2019)

Laptop leases \$12,810 (on going)

Carnival marquee \$2,955 (2020)

P&C running costs remaining \$6,140 (2020)

Stem resources \$3,000 (2020)

Total: \$44,905

There are a few small fundraising events planned to enable future funding requests to be initiated. In order to support the school environment for the students, we would like to encourage parents to continue to pay their contributions so that there are additional funds to further support the proposed funding requests for this year.

Future funding requests:

With additional P&C levies of \$12,200 (rounding) due to be received this month, the P&C would like to propose a motion towards funding the next two priorities, furniture and equipment for the outdoor learning area (request FR7) and parent information sessions (request FR8).

I propose a motion to approve \$5,000 for furniture and equipment for the outdoor learning area and \$1500 for the parent information sessions.

Refer to the following for the YTD Financial Reports:

Addendum 1 for the Budget and actual YTD (August 2020)

Addendum 2 for the Profit and Loss

Addendum 3 for the Balance Sheet

Balance Sheet

Floreat Park Primary School P & C
38 Chandler Avenue West , Floreat WA 6014, Australia

Accrual mode
16 Aug 2020
ABN: 79221966715
Generated 16 Aug 2020

		Total
Asset		
Banking		
1-1000	P & C Main Account	27,402.89
1-1100	Building Fund Bank Account	3,440.58
1-1200	TeleSaver Account	18,893.10
Total Banking		49,736.57
Current Assets		
Total Current Assets		0.00
Fixed Assets		
Total Fixed Assets		0.00
Total Asset		49,736.57
Liability		
Credit Card		
Total Credit Card		0.00
Current Liabilities		
2-1601	The Canteen Fund	2,194.60
2-1800	Accounts payable	220.00
Total Current Liabilities		2,414.60
Long Term Liabilities		
Total Long Term Liabilities		0.00
2-1605	Building Fund Creditor	1,240.28
Total Liability		3,654.88
Net Assets		46,081.69
Equity		
Current Earnings		
3-1800	Current year earnings	16,144.10
Total Current Earnings		16,144.10
Retained Earnings		
3-1600	Retained earnings	-14,005.17
Total Retained Earnings		-14,005.17
3-9999	Historical balancing	43,942.76
Total Equity		46,081.69

Profit and loss

Floreat Park Primary School P & C
38 Chandler Avenue West , Floreat WA 6014, Australia

Accrual mode
01 Jan 2020 - 16 Aug 2020
ABN: 79221966715
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		Total
Income		
4-1208	2020 Voluntary General Levy	43,129.00
4-1209	2020 Voluntary Infrastructure Levy	27,453.50
4-1300	2020 Fundraising Donation	2,280.00
4-1301	2020 Councillor Fund	300.00
4-1302	2020 P&C Membership	76.00
4-2405	2020 Mother/Father Day Stalls - Social	368.46
4-2407	Building Fund - Donations	50.00
4-2409	2019 Entertainment Books - Fundraiser	672.00
4-2600	Uniform Shop EFTPOS Transfers	0.00
Total Income		74,328.96
Less Cost of Sales		
Total Cost of Sales		0.00
Gross Profit		74,328.96
Less Expense		
6 - 1006	Councillor Fundraiser	500.00
6-1400	Bank charges	590.96
6-1401	Bank EFTPOS Fees	102.12
6-1416	FR2 - Chaplaincy	4,100.00
6-1432	FR3a - Kindy Garden Refurb	2,717.00
6-1433	Yr6 Graduation - 2019	135.00
6-1439	FR6 - Flexible Furniture -2019/20	17,500.00
6-1440	FR5- Music Room Upgrade	10,000.00
6-2600	Insurance	2,651.50
6-3600	MYOB Fees	219.25
6-4000	Postage & courier	5.45
6-4400	WACSSO Fees	798.32
6-6607	Laptop Leasing- Ongoing cost	17,885.30
6-6613	2020 Fathering Project Fees - Social	440.00
6-6614	Class Rep Event - Social	276.38
9-1000	P&C Expenses	286.55
Total Expense		58,207.83

	Total
Operating Profit	16,121.13
<hr/>	
Plus Other Income	
8-1200	Bank Interest income
	22.97
Total Other Income	22.97
<hr/>	
Less Other Expense	
Total Other Expense	0.00
<hr/>	
Net Profit	16,144.10

Addendum 1 - Budget for 2020 and Actuals year to date (August 2020)

Floreat Park Primary School P&C

Recovery rate 65%

	2020 Proposed Budget		Actuals	
	Income	Expenses	Aug 2020	Variance
Opening bank balance	\$ 33,213		\$ 33,213	\$ -
Building Fund	\$ 2,200		\$ 2,200	\$ -
Canteen Fund	\$ 3,275		\$ 3,275	\$ -
2019 Cash Balance brought forward	\$ 27,738		\$ 27,738	\$ -
Projects approved in 2019				
Kindy Shadecalls (Fr3a from 2019)		\$ 2,717	\$ 2,717	\$ -
Art Courtyard (FR13 from 2019)			\$ 0	\$ -
Subtotal projects approved in 2019		\$ 2,717	\$ 2,717	\$ -
2020 Funds available	\$ 25,021		\$ 25,021	

Voluntary Contributions				
General Levy forecast Current Yr (Based on 619 students @ 65%)	\$ 60,353		\$ 43,129	\$ 17,224
General Levy Banking Fees forecast (recovery rate \$2 per contribution)	\$ 805		\$ -	\$ 805
Infrastructure Levy Banking Fees forecast (recovery rate \$2 per contribution)	\$ 805		\$ -	\$ 805
2020 Funds available	\$ 25,021		\$ 25,021	\$ -
	\$ 86,982		\$ 68,150	\$ 18,833

Pre-Approved P&C Running Costs				
Forecast Bank charges - CBA & Bankwest (Recovered from \$2 fee included per contribution)	\$ 1,988	\$ 693	\$ 1,295	
Banksia 2020 - Year 6 & school stock costs only	\$ 1,200	\$ -	\$ 1,200	
Class Cooking	\$ -	\$ -	\$ -	
Class Reps Sundowner	\$ 200	\$ 276	\$ 76	
Gardening Allowance	\$ 250	\$ -	\$ 250	
Yr 6 Graduation 2020	\$ 1,500	\$ 135	\$ 1,365	
Stay and Play	\$ 400	\$ -	\$ 400	
Drop box	\$ 50	\$ -	\$ 50	
Insurance	\$ 100	\$ 2,652	\$ 2,552	
Web hosting - domain name & email addresses	\$ 300	\$ -	\$ 300	
MYOB Essentials	\$ 350	\$ 219	\$ 131	
WACSSO	\$ 800	\$ 798	\$ 2	
2020 Fathering Project Fees - Social	\$ 400	\$ 440	\$ 40	
School Trophies and Ribbons (approved onwards 28/03/19)	\$ 3,000	\$ -	\$ 3,000	
Chaplaincy (approved onwards 28/03/19)	\$ 4,100	\$ 4,100	\$ -	
Parent Stalls (Mothers & Fathers)	\$ 100	\$ -	\$ 100	
Parent Stalls (Mothers & Fathers)	\$ 500	\$ -	\$ 500	
Councilor's Fundraiser (see 1 stay & play)	\$ 200	\$ 200	\$ -	
Other P & C Expenses	\$ 500	\$ 293	\$ 208	
	\$ 15,938	\$ 9,806	\$ 6,133	
Subtotal of funds remaining before funding requests approval	\$ 71,044	\$ 58,344	\$ 12,700	

FUNDING REQUESTS (ranked in order of preference)				
Request 6: Flexible Furniture - (Y5 & Y2/3 Feb 2020)	\$ 17,500	\$ 17,500	\$ -	
Request 5: Music Room Upgrade (approved reallocated funds from FR6 2019)	\$ 30,000	\$ 10,000	\$ 20,000	
Request 7: Outdoor Learning Area - Furniture & equipment	\$ 5,000	\$ -	\$ 5,000	
Request 8: Parent Info Sessions -	\$ 1,500	\$ -	\$ 1,500	
Request 3: Gardening Equipment - gardener	\$ 1,000	\$ -	\$ 1,000	
Request 2: PE Equipment - Marquee & Sports Uniforms	\$ 8,100	\$ -	\$ 8,100	
Request 4: Library Furniture - Stackable Chairs	\$ 3,000	\$ -	\$ 3,000	
Request 9: Kindy - Tree Lopping	\$ 2,500	\$ -	\$ 2,500	
Total Funding Requests	\$ 68,500	\$ 27,500	\$ 41,000	

Total Voluntary Contribution funds remaining **\$ 2,444** **\$ 30,844** **\$ 28,400**

INFRASTRUCTURE LEVY				
Infrastructure Levy Current Yr (Based on 619 students @ 65%)	\$ 40,235	\$ 27,454	\$ 12,782	68%
Available funds for Infrastructure Initiatives	\$ 40,235	\$ 27,454		

IT Projects as follows				
Laptop leasing : (ongoing to 2021 / Approved Dec 2019)	\$ 31,000	\$ 17,885	\$ 12,809	
Request 1: STEM resources	\$ 3,000	\$ -	\$ 3,000	
Total Infrastructure spend	\$ 34,000	\$ 17,885	\$ 15,809	

Infrastructure Funds remaining (contingency for 2021 leasing) **\$ 6,235** **\$ 9,568** **\$ 3,027**

Funds after voluntary contributions and infrastructure funds **\$ 8,679** **\$ 40,412** **\$ 31,427**

FUNDRAISING				
Fundraising Donations	\$ 2,000	\$ 2,280	\$ 280	
Entertainment Book (term 3)	\$ 1,500	\$ 672	\$ 828	
Cake Stall Athletics Carnival (term 3)	\$ 1,500	\$ -	\$ 1,500	
Stuck on You - label fundraiser	\$ 150	\$ -	\$ 150	
Other Fundraisers	\$ 100	\$ 444	\$ 344	
Artwork Fundraiser - Junior Years	\$ 2,500	\$ -	\$ 2,500	
2020 Fundraising	\$ 7,750	\$ 3,396	\$ 4,354	

Other Income				
Bank Interest Income	\$ 35	\$ 23	\$ 12	
Other donations	\$ -	\$ -	\$ -	
Other Income	\$ 35	\$ 23	\$ 12	

Total funds remaining **\$ 16,464** **\$ 43,832** **\$ 27,062**

Building Fund donations				
2019 Building Fund	\$ 2,200	\$ 2,200	\$ 0	
Building Fund - Donations	\$ 2,500	\$ 50	\$ 1,950	
2020 Building Fund Total	\$ 4,200	\$ 2,250	\$ 1,950	

Closing balance (incl Building Fund) **\$ 20,664** **\$ 46,082** **\$ 25,112**

Contribution Sensitivity		
Recovery Rate		Funds remaining
30%	\$ -	\$ 37,698
35%	\$ -	\$ 29,961
40%	\$ -	\$ 22,223
45%	\$ -	\$ 14,486
50%	\$ -	\$ 6,748
55%	\$ 989	
60%	\$ 8,727	
65%	\$ 16,464	
70%	\$ 24,202	
75%	\$ 31,929	
80%	\$ 39,677	

Cash at Bank As At 16 August 2020	
Business Tefemet Saver	\$ 18,893.10
Floreat Park P&C	\$ 27,402.89
Canteen	\$ 32,182.67
Uniform Shop	\$ 26,013.41
Building Fund	\$ 3,440.58

Balance Sheet

Floreat Park Primary School P & C

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Credit Card			
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Current Liabilities			
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2-1800	Accounts payable	220.00	** check payment to AIM
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Long Term Liabilities			
Total Long Term Liabilities		0.00	
2-1605	Building Fund Creditor	1,240.28	
Total Liability		3,654.88	1,240.28
Net Assets		46,081.69	
Equity			
Current Earnings			
3-1800	Current year earnings	16,144.10	
Total Current Earnings		16,144.10	
Retained Earnings			
3-1600	Retained earnings	-14,005.17	
Total Retained Earnings		-14,005.17	
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Total Equity		46,081.69	

Profit and loss

Floreat Park Primary School P & C

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6-4000	Postage & courier	5.45
6-4400	WACSSO Fees	798.32
6-6607	Laptop Leasing- Ongoing cost	17,885.30
6-6613	2020 Fathering Project Fees - Social	440.00
6-6614	Class Rep Event - Social	276.38
9-1000	P&C Expenses	266.55
Total Expense		58,207.83
Operating Profit		16,121.13
Plus Other Income		
8-1200	Bank Interest income	22.97
Total Other Income		22.97
Less Other Expense		
Total Other Expense		0.00
Net Profit		16,144.10

ANNEXURE "C"

Floreat Park Primary School
P&C Association



Principal's Report

General meeting: 25 August

Report Details

Arguably the busiest of terms, Term 3 is progressing smoothly although there are notable absences and modification of events.

Staffing changes

Emily Eldridge has moved into a Student Services roll on a Tuesday, Thursday and Friday. Opal Rea Wright has taken her place in Year 4. Opal completed her final practicum in Year 4 at Floreat last year.

Elipida (Ellie) Nikolovska has begun parental leave. We welcome Yasmin Kopij to Floreat as a full time staff member until the end of the year. Yasmin is a regular relief teacher and is well known to the children and staff in the junior primary.

Student Services

Please find attached a separate report from Emily Eldridge on how the service now operates.

Planning for 2021

We are planning for 2021 and have called for advice from parents of students of students K-5 who will be moving schools in 2021 to advise us. This really helps with our planning and the first thing we do is create a class structure based on enrolment numbers.

At this point in time, it looks as though we will only have 3 kindergarten groups next year as we have 56 kindergarten enrolments. Local primary schools have been contacted in case they have surplus enrolments, such as in 2019 when we took a whole group to assist Wembley's large kindergarten numbers. The immediate impact of losing a group will be redistributing the staff we currently have in kindergarten, followed by this being a small cohort moving through the school. Obviously we will need to wait until we call for kindergarten enrolments next year to see if this is the beginning of a trend of lower enrolments. A final decision will be made in Term 4.

Staff have been asked to put in their preferences for next year. As we have a number of staff on parental leave and possibly long service leave, we will have a number of fixed term contracts on offer.

Rod Cohen has announced he will be retiring from the Department of Education next year. He is planning to work Term 1 and then clear remaining long service leave. Rod will have worked for the Department for 47 years, 15 of those at Floreat. A celebration acknowledging his considerable service will be organised next year.

We will be actively recruiting a new Deputy towards the end of this term to commence at the beginning of 2021.



COVID 19 – recovery phase

We have maintained cleaning levels throughout the school in line with guidance from the Department. Large gatherings, such as assemblies will not recommence as we are unable to provide physical distancing of adults due to the size of our school. Virtual assemblies and separate year level merit award ceremonies will be recorded/ photographed and posted on Connect.

The athletics carnival will continue as normal pending any changes to the State recovery plan. There is enough space on the banks of McLean Oval for physical distancing amongst adults. The P&C will not be running a cake staff this year.

We will be reorganising the Learning Journey in Week 9 so that parents have a safe opportunity to come into classrooms and enjoy sharing their child's learning experiences, observing COVID restrictions.

Student Council

Student Councillors elected by their peers for Semester 2 are: Tessa Wagstaff, Maddy Weaver, Elle Lawrence, Stirling Trainor, Sam Irving, Macgregor Reid.

The Council have had one meeting with Jeremy Wood from Rotary who has invited both groups to a breakfast meeting on Wednesday 2 September to listen to a guest speaker from OzHarvest, a company who collect surplus food from food outlets and deliver to a facility in East Perth that cooks meals for the homeless.

Buildings, Grounds and Infrastructure

A partition wall was erected in the corridor area between Rooms 1 and 2 (Year 4). There is a concertina door that can open up the whole class which is often done during science in particular.

During the next holidays the outdoor learning area play area will be landscaped.

The music room renovations are now complete.

Update on Chandler Ave crossing by early childhood gate.

Rod Cohen is working with the Town of Cambridge on the application.

Business Planning 2021-2023

Our first planning meeting was held on Tuesday 11 August. We have pulled a committee together of Ian Gordon, Emma King, Mark Walters, Penelope Hickman, Jayne Prentice, Gemma Cronan and Jane Rowlands. Staff have had an initial planning session to input into some of the key directions they think we should take based on key direction. We will also be consulting with parents, students and the local community.

Ian is drawing up a schedule, Jayne Prentice is writing the narrative and lessons learnt from the current business plan, Mark is forming a working group to explore BYOD (Bring Your Own Device) and we are exploring other school business plans to gain ideas to share at the next meeting on 1 September.

Logo refresh and website

Initial content for the website has been submitted. Feedback on initial suggestions on a new logo have been submitted. We need to finalise the artwork on the Banksia design before the middle



of September so the P&C can order new uniforms for 2021. Students, staff and parents will vote on their preferred design.

School Development Days 2021

We ask the Board to endorse the following dates:

Thursday and Friday 28 and 29 January (Mandated)

School commences Monday 1 February.

Tuesday 8 June (after the long weekend)

Friday 3 September (Week 6 – day after Faction Carnival)

Friday 12 November (Week 5)

I can confirm these at the meeting.

Graduation

We are planning for Graduation to run from 1.30 – 3.15 at Churchlands SHS Auditorium on Thursday 10 December. A committee has been formed and met during week 4. Hopefully we will use the same running sheet as last year with a couple of minor changes, as this worked well.

Thank you as always for your support.



Student Services

Glossary

SAER – students at Educational Risk

SEN – special Education Needs

Tier 1 – students accessing general classroom programs

Tier 2 – students who access classroom program with adjustments (documented SEN plans can be behaviour, social emotional or learning)

Tier 3 – students who require an individual plan

EA - education assistant

DLD – diagnosed language difficulty

SLD – specific learning disability

Student Services Team: Emily Eldridge (Co-ordinator), Jodie Bell (School Psychologist), Chaplain Sue, Rod Cohen (English as an Additional Language or Dialect)

Services that we are currently offering come under the banner of:

Social Well-being

- 1) Friendship Fire workshops and mediation sessions when required or on a weekly basis (pockets of children will approach Mrs Eldridge for support and the upper school teachers and students regularly use the language around Friendship Fires and how to resolve conflict). Emily Eldridge liaises with parents during the process when necessary.
- 2) Kids Hope- Mentoring program (one on one support for children who have difficulties with self-regulation).
- 3) Monitoring and support each recess and lunch (approached frequently to discuss friendship issues).
- 4) Upskilling teachers using the Friendship Fire model and Assertive Dialogue.
- 5) Lunch time clubs- Tuesday (Mentor Club Yr 5 & 1), Wednesday (mindful art), Thursday (Mentor Club Yr 5 &1), Friday (Lunch Club with Chaplain Sue and sports on the oval).

Emotional Well-being

- 1) Providing circuit break activities for the children in the middle/upper school.
- 2) Regular check ins (weekly visits from students who are having a hard time at school or at home).
- 3) Upskilling teachers with tools like the Catastrophe Scale and Self-Regulation Strategies.
- 4) Mindful boxes/resources made for teachers to use in class or for children with high anxiety.
- 5) Mindful videos.
- 6) Assisting parents, child and teacher with school refusal strategies.



- 7) One on one conversations with children who require additional emotional support.

Differentiated Teaching for Tier 2 & 3 Students

- 1) Support with SEN Plans (we write them together so staff are held accountable and are supported with resources).
- 2) Resources acquired by State Wide Services (regular visits) and our Student Service budget.
- 3) Case Conferences including Psychologist and relevant teachers.
- 4) Submitting Disability Allocation funding checklists and managing EA allocation for funded children as well as Tier 2 children with DLD or SLD.
- 5) Ed Connect- organising Teacher Volunteers for our Tier 2 Students with DLD and SLD (or those that require some gaps to be filled).

Moving forward we would like to dedicate more time and resources into the development of all these areas. Future projects include-

Social Well-being

- 1) Maintaining different areas and activities for play (creative spaces and clubs)
- 2) More workshops on Friendship Fires for children across the school.

Emotional Well-being

- 1) School therapy dog
- 2) Sensory area/garden (self-regulation areas)
- 3) Class sets of mindful boxes
- 4) Junior school yoga classes
- 5) More self-regulation videos to support at school and at home

Differentiated Teaching for Tier 2 & 3 Students

- 1) Upper School SAER Students supported with programs used in high school (to help with their transition).
- 2) Building a resources library to support SEN Plans (wobble chairs, fidget toys, stress putty, weighted lap pillows etc..).



Possible actions

Learning Support Case Conference

This meeting includes the teacher, parents and Emily (depending on the level, Jodie Bell may sit in or consult). We offer our support, ideas for external support by way of tutoring and external providers for further testing. SEN Plans are also reiterated as a moving, flexible document that can be altered by all of us (including suggestions from the parents). We try and empower parents at these meetings and let them know that we are with them on this journey as extra support as their child moves from class to class. I can allocate Ed Connect tutors, available aide time, programs such as NESSY to support once the conversations begin. These educational adjustments occur almost immediately and I am in regular contact with parents.

Emotional/Social Support Case Conference

This meeting includes all parties involved with Jodie Bell (our School Psychologist). Emily may or may not sit in on these meetings depending on the parents and their wishes. Plans, external providers and follow up is provided by Jodie and I assist where appropriate.

Emotional and Social Support

If the student requires intervention at a level that can be managed by the school without a Case Conference Emily will often work with the student or students involved. This can look like us reading helpful books, making tool boxes of strategies for regulating our feelings and taming our brain and engaging in 'self' activities which strengthens confidence and self-identity. Sometimes students just need to talk and require some direction on how to handle Friendship Fires from an adult. All of these tools come from data driven programs endorsed by educators.

FAQs

How are the services of the Student Services team accessed?

Through referral from a teacher. This usually arises after a teacher or a parent initiates dialogue about their concerns either with learning, behaviour or social emotional behaviours of a student.

If a student is not making expected progress, (acknowledging that learning progress is not linear and varies greatly according to a phase of learning and individual student characteristics) or present with observable anti-social or concerning behaviours, teachers will make adjustments to promote desired progress and behaviours.



If these do not work over a period of time, with the agreement of the parent, the teacher will approach the Student Services coordinator, Emily Eldridge, who will take the case to the team and determine a course of action. Parents and the class teacher are a part of this. In the case of behavioural issues, the whole staff may be involved as most behavioural issues occur in the playground.

Can parent directly approach Student Services team?

No. All initial conversations should be directed to the classroom teacher who is the main person to administer any adjustments to the program.

Once Students Services has been formally engaged parents are welcome to liaise directly with Emily, Chaplain Sue or Jodie Bell.

Can a student directly approach Emily Eldridge or Chaplain Sue?

Yes. Emily and Chaplain Sue are always out during recess and lunch and running programs to engage students. Many upper school students have informal conversations with Emily in particular regarding friendship fires and their worries.

However, if Emily or Chaplain Sue have concerns they will progress the intervention to involve parents.

Under the Child Protection Act, teachers are mandatory reporters and have legal obligations to document and or pass on severe concerns to the principal.

Emily Eldridge
Student Services Co-ordinator



The Canteen

Report Details

Date 13 August 2020
Prepared By Karen Wilson

Update and Key Activities

General

The Canteen usually operates 8.30 – 2.00 on school days and can be contacted by telephone on 0417 384 866. New canteen email address is canteen@fppspc.com.au

Term 3 dates

- Pre Primary visits – Pre Primary students will be visiting the canteen on 21st September (week 10) for a 50¢ treat for morning tea. - TBC

Menu

Our menu for term 3 is available on QKR and the daily specials are:

- Monday – Pizza
- Tuesday – Yummy Drummies and Burgers
- Wednesday – Teriyaki Chicken
- Thursday – Macaroni Cheese & Bolognese Pasta
- Friday – Pies and Sausage Rolls

All lunchtime food must be ordered in advance (before 8.50am) via the QKR app under the heading "Menu".

A variety of food is available at recess over the counter for cash

Icy treats and drinks are available at lunch over the counter for cash

Roster

We are delighted to be able to invite volunteers back into the canteen.

Each year group has been allocated a week or 2 to help in the canteen, this is just a guideline, however, if that week does not suit you are welcome to come any other time.

Floreat Park Primary School P&C Association



Our canteen relies on people giving their time to assist our canteen coordinators and any member of our school community is welcome to volunteer for a two hour shift, either 9.30-11.30 or 11.30-1.30. Please sign up online at <http://signup.com/go/Rm6mNb> - your kids will love to see you behind the counter (and there's a free icecream in it for them!)

Wishlist

Splashback for sink area

Pans

Oven dishes

Thanks

Thank you to our wonderful staff, Lucy Stone and Angela Sturdy for all their hard work getting the canteen back up and running to full capacity and to our volunteers in term 3 for finding the time to come in and help out. A special thanks to Emma Woods, Sarah Ainslie and Sandra Doherty, who spent the extra time doing the COVID training so they could help out at the end of term 2.

Financials as at 31 July 2020

Income	82,118.07
Expenses	76,311.92
Profit	5,806.15

Notes to the Accounts

- 1) You will note revenue is a lot higher compared to last year, this is the result of ATO Cash Boost for business and the Job Keeper subsidy. When this is deducted you will note we are down \$7,465 on last year's revenue.
- 2) Cost of sales are down due mainly to the canteen been shut during covid.
- 3) Credit card fees are higher than last year due to new QKR system
- 4) Commission fees are nil this year compared to \$1,214 last year which was due to Quick Cliq system last year.
- 5) Superannuation higher this year because of payroll during holidays, 3 staff compared to 2 last year, and staff being consistently paid 30 hours as normal during job keeper program which incurs superannuation of 9.5%.
- 6) Wages higher due to Job keeper program which is partly offset by the Job keeper income of \$27,000.
- 7) Overall profit slightly up on last year due to all the above combined reasons.

**FLOREAT PARK PRIMARY SCHOOL
PARENTS & CITIZENS' ASSOCIATION INC
UNIFORM SUB-COMMITTEE
TERMS OF REFERENCE**

1.0 NAME:

1.1 The Sub-committee shall be called the Floreat Park Primary School Parents & Citizens' Association Inc. Uniform Sub-committee.

2.0 COMPOSITION:

2.1 (a) Not more than 5 members one of whom shall be a member of the P&C Executive Committee.

(b) A Member of the P&C Executive shall be an ex officio member.

2.2 The members shall be elected each year at the Annual General Meeting of the P&C Association by and from the financial and ex officio members of the P&C. In the event of a position becoming vacant on the Sub-committee an election may held at a General Meeting of the P&C to fill the vacancy.

2.3 The sub-committee when formed shall elect from its members a Convener and a Secretary
A bookkeeper will be hired by the P&C and will act as the Treasurer of The Uniform Sub-committee.

3.0 RESPONSIBILITIES:

Subject to direction of the P&C Association the responsibilities of the Sub-committee shall be:

3.1 Deciding the basic policy in relation to:

- The selling of recommended new uniforms at a reasonable cost;
- The ordering and distribution of pre-ordered new uniforms;
- The acquiring of and selling of second-hand uniforms.

3.2 Acquiring suitable shelf stock provided that the amount does not exceed the amount covered by the insurance policy or the amount authorised by the P&C Association.

3.3 Recruiting voluntary workers as shall be considered necessary

3.4 Maintaining a bank account in the name of Floreat Park Primary School Parents and Citizens' Association Inc (Uniform Account) at a level sufficient for the trading capital requirements of the Uniform shop.

3.5 Establish and maintain a stock control system.

3.6 Carry out a stocktake of new and second-hand uniforms at the end of each month.

3.7 Ensuring all recommendations for expenditure not included under section 3.0 of this Terms of Reference must form part of the Sub-committee report to the General Meeting and be submitted to the P&C Secretary in compliance with *notice of financial motions* requirements (P&C Constitution Rule 24.1).

4.0 DUTIES OF CONVENER:

4.1 The Convener when present, shall preside at all meetings of the Sub-committee. In the event of the Convener being absent the meeting shall elect a chair for the occasion.

4.2 The Convener in conjunction with the Bookkeeper shall ensure that a report of the activities of the Sub-committee is presented to all General Meetings of the P&C Association (or Executive Committee) and at such times as directed by the General Meeting of the P&C association. The report to include a written financial report consisting of a statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statement/s and any recommendations requiring the attention of the P&C.

5.0 DUTIES OF THE SECRETARY:

5.1 The Secretary shall have custody of the documents of the Sub-committee and shall keep a full and correct record of its meetings. These documents and records shall be made available to the P&C Association to be saved on the central document register of the P&C association.

6.0 DUTIES OF THE TREASURER:

6.1 The Treasurer/Bookkeeper shall keep such books of account related to the uniform Sub-committee activities as shall be directed from time to time by the P&C Association. The uniform Sub-committee Treasurer is responsible to the P&C Treasurer.

6.2 The Treasurer/Bookkeeper shall submit a written statement of receipts and expenditure, up-to-date bank reconciliation statement and a copy of relevant bank statement/s to each meeting of the uniform Sub-committee.

6.3 Ensure that all books of the Sub-committee are made available to the P&C Treasurer as required and for the purpose of annual auditing.

6.4 Make payments as necessary for the day to day running of the uniform shop as authorised by the uniform Sub-committee. Cheques can only be signed by those signatories identified in the **P&C Association June 2019 Constitution** at rule 17.6. All cheques must be signed by two persons, eg any two of the P&C President, Treasurer, Secretary, Vice-President of the Association and one member of the Executive Sub-committee who is appointed for such purpose at the Annual General Meeting of the Association.

7.0 MEETINGS:

7.1 Meetings of the Sub-committee shall be at such times and places as determined by the Sub-committee provided that not less than forty-eight (48) hours notice is given. (Suggest seven days notice. It is desirable to meet at least once a month preferably just prior to a General Meeting of the P&C to enable a report to be prepared.)

8.0 QUORUM:

8.1 A quorum shall comprise 50% + 1 (one) of the current membership of the Sub-committee.

9.0 VOTING:

9.1 All members and ex officio members shall be entitled to one vote on any resolution or election at a meeting at which they are entitled to be present.

9.2 Voting shall be by show of hands.

10.0 ALTERATIONS TO RULES:

10.1 All proposed amendments to these rules must be approved by the General Meeting of the P&C Association.

NOTES:

1. *Delete rule 6.4 above if power of expenditure has not been included in Terms of Reference 3.0.*
2. *NO signatures should be placed on a cheque until details of the PAYEE and the AMOUNT have been entered.*
3. *All funds in the Sub-committee account are the property of the P&C Association.*
4. *Where one person is appointed as Secretary/ Treasurer, clauses 5 and 6 together would describe the duties of this person.*

**THE SUB-COMMITTEE IS AT ALL TIMES RESPONSIBLE TO
THE GENERAL MEETING OF THE P&C ASSOCIATION**



Floreat Dads

P&C Report - August 2020

Recap - Our Purpose

The purpose of the Floreat Dads is to help **inspire and equip father's & father-figures to positively engage with the children in their lives, for the betterment of the kids.** We'll help to do this by;

- Establishing a **supportive network of dads** across the school community;
- Creating opportunities for dads to get involved with their kids through **activities at school and beyond;**
- Create a stronger **connection between dads and the school community.**

Term 3 - Update

What a crazy year. Following a fairly slow start to the year, Floreat Dads managed to recover into Term two and three with the following activities;

- In conjunction with the P&C, establishing an online mothers day stall to enable kids and parents to participate, and support five local Floreat businesses whos owners / managers have kids at Floreat. The effort raised **approximately \$3,500 went directly to local businesses doing it tough during CoVID-19;**
- The first Floreat Dad's 'Dads Night Out' was held on the 6th of August at the Wembley Hotel with **all 100 tickets sold, and most dads turning up.** Funny man Peter Rowsthorn hosted the evening with a heartfelt and funny reflection on being the son of a business tycoon, and his learnings from raising four kids. Thanks to Kindy and Year 1 Dad Phil Anderson for setting up this event, and to the Fathering Project team for connecting us to Peter to host the event.

Annual Camping - reverting to the status quo

Last year when Floreat Dad's was established, the then President of the P&C decided to include the annual parent-run camping as official P&C events and branded them "Floreat Dads". This change was not well received by many of the fathers who had and continued to lead these events, for many reasons not least of which being liability concerns making these official events.

We've listened, and at this P&C meeting will propose that camping revert to being parent facilitate events, with the health and safety of their children being the personal responsibility of every father and father-figure who attends. Floreat Dads will continue to support these events through supporting communications and engagement across the school.