

General Meeting Agenda

Date: Tuesday 24/08/2021

Time: 7:00 – 8.30 pm

Venue: Kindy Building Birkdale St

Floreat Park Primary School
P&C Association



Agenda Items:				
Item	Time	Topic of Discussion		Attached
1	7:00pm	Open meeting, welcome and apologies	CS	
2		Acknowledgement of Country	DG	
3		Conflicts of interests	CS	
4		Committee Vacancies	CS	
5		Minutes of previous meeting	CS	Annexure
6		Executive meeting minutes	CS	Annexure
7		Constitution Rule Review	CS	
7:05pm Office Bearer Reports				
8.1		President Report	CS	
8.2		Treasurer Report	KS	Annexure
7:30pm Executive Reports				
9.1		Principal Report	JR	Annexure
9.2		Events & Fundraising Exec Report	CS	Annexure
9.3		Communications Report	JG	
9.4		Grounds Report	LM	
7:50pm Committee Reports / Comment				
10.1		Uniform Report	DA	
10.2		Canteen Report	KW	Annexure
10.3		Safety House Report	AL	Annexure
10.4		Sustainability and Gardening Report	JR	
10.5		Floreat Dads Report	PA	Annexure
10.6		Book Club	TD	
10.7		Book fair	KC	
8:20pm General Business				
11.1		Correspondence	LL	Annexure
11.2		For decision or discussion: Kindy Play area Kindy Camping; P&C Facebook; 1:1 Device; Sustainable & Fashion Fundraiser	CS	
		Next Meeting: Thursday Week 6, Term 4 18 th November at 7pm Kindy School Library	CS	
	8:30pm	Close of meeting	CS	

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AGENDA

1. MEETING OPEN

Apologies: Tracey Daly

2. ACKNOWLEDMENT OF COUNTRY

I would like to acknowledge the Whadjuk people of the Noongar Nation on who's land we are meeting on this evening. I pay my respects to their elders past and present and extend my respect to any First Nations people here with us tonight.

3. CONFLICTS OF INTEREST

4. COMMITTEE VACANCIES

For noting: The roles of Events Coordinator and Fundraising remain vacant. Anyone interested in taking on the roles please get in touch.

5. MINUTES OF PREVIOUS MEETING

MOTION (CS) That the minutes of the Term 2 Meeting (Annexure A) held on 27th May 2021 be adopted as true and correct.

6. EXECUTIVE MEETING MINUTES

MOTION (CS) That the minutes of the Executive Meeting (Annexure B) held on 21st August 2021 be adopted as true and correct.

7. RULE REVIEW

For noting/discussion.

Each meeting a rule from the 2019 P&C Constitution is included for member education and awareness.

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20.0 BOOKS AND DOCUMENTS

20.1 The books and documents of the Association may be inspected by any financial or ex-officio member of the Association on such terms and conditions as may be established from time to time by the Executive Committee.

20.1.1 It is an offence under the *Associations Incorporation Act 2015* for a member to disclose or use the information obtained from the Register of Members or record of office holders for a purpose that is not directly connected with the affairs of the Association.

20.2 The minutes of the Association must be kept in perpetuity.

20.3 The correspondence of the Association is required to be retained for twelve (12) months. If correspondence relates to employees of the Association, it is in accordance with Rule 20.5.

20.4 The Association must retain its accounting records in respect of a transaction for at least seven (7) years after the transaction was completed.

20.5 Employment records must be kept for seven (7) years after the date employment ceases.

8.0 OFFICE BEARERS REPORTS

8.1 PRESIDENT REPORT (CS)

For noting/discussion.

Traffic Management along Chandler Avenue

Nothing to update. Another traffic count will occur in the near future.

P&C Logo update

The winning logo is....

MOTION (CS): That the P&C Logo with the most votes from the online poll be endorsed as the new Floreat Park Primary School P&C Association logo.

P&C Levies & Contributions

There are still opportunities for funding requests to be fulfilled. If you have not paid your levy's please consider paying them so we can action some great initiatives in partnership with the School prior to the end of the year.

Playground at Council Park on Birkdale St

Email sent to Town of Cambridge. Correspondence received back. [Annexure C](#)

P&C Email/cloud based storage

Rob Minson has been doing a lot of work behind the scenes to support the P&C Exec and the email system. Change of email system will be occurring post term 3 P&C meeting, please be patient if emails are not responded to immediately.

Alumni

School Directory 2022 & beyond

A parent volunteer has stepped up to look into an alternative format for the School Directory in 2022. Stay tuned for more details.

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8.2 TREASURER REPORT (KS)

For noting/discussion: Refer attached as **Annexure D** report and financials as follows

- Treasurers Report
- P&L August 2021
- Balance Sheet August 2021

9.0 EXECUTIVE REPORTS

9.1 PRINCIPAL'S REPORT (JR)

For Noting refer attached as **Annexure E**

For decision:

Motion (JR): That the budget of up to \$2,542 be approved as expenditure as outlined in Appendix E to install a new school sign.

9.2 EVENTS & FUNDRAISING EXEC REPORT (CS)

For noting

Completed events

- Stay & Play Term 3
- Floreat Dads – event with Gilly
- Scholastic book fair (week 9 term 2)
- Lego Competition
- Movie night – tickets sold out. Raised \$1132
- Olive Oil fundraiser

Planned events

- Colour Blast (major fundraiser)
- Father's Day Stall – stall opens 18th August – closes 31st. Delivery to class Wednesday 1st September.
- Athletics Carnival Bakesale
- Gratitude Wall
- Kindy Campout on McLean

Planned fundraisers

- Art4Cards
- Kindy & PP teatowels

Proposed events

- Parent picnic semester 2
- Orientation activity for PP students in term 1 (magic show) 2022
- Term 4 Book Fair

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FPPS Colour Blast - Update

- Confirmed date: Friday October 22nd 1:30-3:10pm
- Tickets will be sold as "registrations" \$15 per child includes white t shirt (printed with sponsors logo) sunglasses and rainbow headband
- Thanks to event sponsors:
 - City Toyota
 - Someday Coffee Co
 - Active Solutions Physio
 - Grantham St Vet
 - Helen Hemery- Caporn Young
 - Daniel Bowler- Smartline Mortgage Adviser
- Volunteers needed
 - Set up and pack up helpers
 - MC
 - Parents stationed in areas of obstacle course to spray kids with powder
 - First aid
 - Photographer
- Budget for this event was approved at the previous meeting

Motion (RH): That the budget of up to \$400 be approved as expenditure as outlined in Appendix G for the 2021 Athletics Carnival Bakesale to cover consumables (\$250) and Cash Float (\$150)

Events calendar

For Noting: The event calendar (**Annexure G**) has been updated to reflect changes since the last meeting

9.3 COMMUNICATIONS REPORT (JG)

For noting

Comms since the last meeting has been very busy, we have had a few key focuses that are being communicated regularly as well as special events and reminders.

- Traffic management on Chandler ave

A reminder to the school community to remember to encourage the children to use the crossing provided.

- Canteen Volunteers

Unfilled spots for the following week communicated on Sundays with link to sign up.

- Color Blast

Focus on sponsors and upcoming requirements

- Fathers Day

Advertising participating businesses

9.4 GROUNDS REPORT (LM)

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- PP Busy Bee completed end of June with a great turnout from parents and a lot of work successfully done on the day.
- Follow Busy Bee done second week of August and PP area had to play boat installed and approved.
- Kindy staff have flagged a number of items that need to be address within the Kindy Grounds, some of which could be carried out with a Busy Bee towards end of year. Other works will need to be quoted on by external contractors, and some drainage and concrete concerns have been raised with the Dept Of Ed

10. COMMITTEE REPORTS

10.1 UNIFORM REPORT (DA)

For noting:

We have had a busy term 2, with 240 orders processed; either packed and delivered to the classrooms or bought directly from the uniform shop. We are happy to announce that all our prices have been lowered. We have been able to do this based on several factors; no bookkeeping fees, a VIP agreement with our supplier, a thorough review of stock loses, very low running costs and standardisation of markup across our line. This has enabled a decrease across the board. We are confident the prices can be maintained until March 2023.

Polar Vests. Due to low sales and an increase in price of any new stock, the uniform shop has decided to discontinue this item. We still have many vests available to purchase, only size 6 has run out."

10.2 CANTEEN REPORT (KW)

For Noting: General report Annexure H

For noting: Financial position:

Income	69,518.44
Expenses	64,633.37
Profit	4,885.07

New Staff Member

We would like to welcome Suzzi Zhang as a new member of staff in the canteen, Suzzi joins us as Canteen Co-ordinator to replace Ange who left at the end of last term.

Motion (CS) that Suzzi Zhang be voted as a member of the Canteen Staff

Motion (CS) that Suzzi Zhang be voted as a member of the Canteen Sub Committee

10.3 SAFETY HOUSE REPORT (AL)

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For Noting refer **ANNEXURE I**

MOTION (AL): That the P&C pay the annual membership to Safety House WA of \$130.

10.4 SUSTAINABILITY AND GARDENING REPORT (JR and SA)

- Faction container recycling competition will run until the week before the Faction carnival
- A Fair Game collection of pre-loved sports equipment will be held during the Learning Journey and final collection will be held on 17 September 2021 – further detail will be provided.
- The Sustainability Team will be running a school wide competition in Term 4 to collect bread tags for wheelchairs.

Motion (JR): That the P&C approve a budget of \$60 to cover the cost of prizes for the class who collects the most bread tags.

10.5 FLOREAT DADS REPORT (PA)

Floreat dads had a successful term 2 event with Adam Gilchrist speaking to around 100 dads at our "Night Out With Gilly" at the Wembley Hotel on the 23rd June. The dads heard from Gilly about his experiences being a dad with a few cricket stories thrown in for good measure. The event was also a great opportunity for our Floreat Dads to get to know each other. A financial profit of \$902 was also achieved to help support the Floreat Dads and P&C.

Floreat Dads is organising an event in Term 3 on Sunday afternoon 19th September. The event will be a dads and kids activity at the Floreat Tennis Club. The club will run a tennis session with games and activities followed by a sausage sizzle for the kids and dads. We look forward to the event and hopefully a nice weather on the day.

Motion (PA): That the budget of \$2,500 set out in Annexure J be approved as expenditure for the Floreat Dads Guest Speaker Event to be held on Sunday 19th September 2021.

10.6 BOOK FAIR REPORT (KC)

For Noting

Thank you to all the volunteers who helped with the Term 2 book fair. The fair was the most successful on our records! We achieved 145,000 independent reading minutes and raised almost \$4,000. From this, the library has received over 100 new books for our students to enjoy and the remaining will be used for Classroom & School Resources.

We are currently looking to hold a second book fair in term 4. The date and times are yet to be confirmed. We will again be looking for volunteers, both for setting up the week before and on the day of the fair.

The theme will be Oasis: A cool place to discover hot books!

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10.7 BOOK CLUB REPORT (TD)

For Noting

Current Rewards balance: \$1,551.00

Issue 4.

Total Books sold: 117 Value \$1276.99

Issue 5.

Closed Week 3 of Term 3 and should be delivered in the next couple of weeks – pending COVID Freight hold-ups.

Total Books sold: 134 Value: \$1732.00

11.0 GENERAL BUSINESS (CS)

11.1 CORRESPONDENCE (LL)

Bank statements
Town of Cambridge

11.2 OTHER ITEMS

Kindy Play Spaces

Issue: the following areas around the Kindy have been identified as requiring works. Some items will be dealt with by Dept of Ed others will need to be funded by the P&C or completed as part of a busy bee:

- The red concrete veranda is dated, old, cracked, and often slippery when covered in sand and water. There is a possibility that there is a leaking soak well under the concrete that is causing it to subside and crack. We have noticed puddles forming on the veranda when it rains. The concrete itself is slippery and there are trip hazards in the varying heights of cracks.
- There was a blocked toilet the plumber removed tree roots from the pipe but is unable to replace or repair the cracked sewerage pipe as it runs under the red concrete.
- The old, treated pine retaining edge, around the sandpit is beginning to bow and warp and the nails are loose and popping up. We would like to request the wood be replaced with limestone block retaining, with a wide top, that could be seating for children.
- The Astro turf is aged and uneven, at the north end there is a sink hole or sunken leaking broken soak well, causing a crater like dip. The astro turf needs to be replaced and extended out a further metre where shade from the peppermint trees stop any grass growing Grass is uneven and higher than veranda, with divots and holes throughout, ideally this needs to be removed reducing the height to below the veranda, the surface area flattened, and smoothed, and new grass laid. Unknown if the retic system would be able to be salvaged. Wooden structures have not had any ongoing maintenance some needs to be sanded back and painted, some needs to be decommissioned and removed.
- The water pump works well and is popular and very well used. The blue trough though is old and cracked. The base needs to be replaced or resurfaced so that the water can flow down to the tyre.

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- The grass growing into the sandpit near the swings has completely overgrown the concrete/rubber edging.
- The wooden barrier stopping children going behind the shed is also worth reviewing.
- This work would probably best be done in fourth term and over the summer holidays, so the grass is well established before children play on it

Motion (CS): That the budget of up to \$12,000 be approved as expenditure for the refurbishment of the kindy play areas

Kindy Camping

We are looking for a Father or two to volunteer to coordinate the Kindy Camping event this year. An email was sent via the class reps on Thursday Aug 12th. If there was a Dad who was interested in coordinating, please contact David G (vp@fppspc.com.au). Whoever volunteers can run things as they see best, but it would be recommended for this to be on either Nov 20/21 or 27/28 (so not to clash with the other year camps). In previous years it has started about 4pm on the Floreat Park Primary School Oval (38 Chandler Ave West), there has been a bbq for dinner, and dads have arranged their own breakfasts in the morning. This is a great chance to meet other dads, to spend time with your child and get them excited about transitioning to the big school. Handover notes will be provided by previous coordinators.

Facebook – Floreat Park Primary School

Current usage for the Facebook page

Use Facebook for

- promotion of holiday activities?
- School term activities
- Other areas?

1:1 Device rollout – update on next steps

Sustainability and fashion fundraiser - possible fundraiser for Term 1 2022: recycling fashion, how to make sustainable fashion choices, drinks

DATE FOR NEXT MEETING:

Term 4 Week 6

Thursday 18 November 2021

7.00pm

School Library