

Minutes

Date: Thursday 27/05/2021

Time: 7:00 – 8.50 pm

Venue: School library

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	CS	
3		Conflicts of interests	CS	
4		Committee Vacancies – Vice President and General Executive	CS	
5		Meeting of Previous minutes	CS	Annexure A
6		Executive meeting minutes	CS	Annexure B
7		Constitution Rule Review	CS	
8	7:05pm	Office Bearer Reports		
	8.1	President Report	CS	
	8.2	Treasurer's Report including 2021 Budget	KS	Annexures C and D
9	7:30pm	Executive Reports		
	9.1	Principal's Report	JR	Annexures E and F
	9.2	Events & Fundraising Exec Report	CS	Annexures G and H
	9.3	Communications Report	JG	
	9.4	Class Representative Coordinator Report	BZ	
	9.5	Grounds Report	LM	
10	7:50pm	Committee Reports / Comment		
	10.1	Uniform Report	DA	
	10.2	Canteen Report	KW	Annexures I, J and K
	10.3	Safety House Report	AL	Annexure L
	10.4	Sustainability and Gardening Report	JR	
	10.5	Floreat Dads Report	PA	Annexure M
	10.6	Book Club	TD	
	10.7	Book fair	KC	
11	8:20pm	Other Matters:		
	11.1	Correspondence	LL	
	11.2	General Business		
		For decision: Cloud based storage and email solutions	CS	
		For Discussion: School Directory; Alumni; Building Fund; Birkdale St playground	CS	
		Next Meeting: Tuesday Week 6, Term 3 24 th August at 7pm Kindy Building – Birkdale St	CS	
	8:30pm	Close of meeting	CS	

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1. MEETING OPEN

Apologies: Luke McCarter; Anna Leshchinskaya

Attendees: David Graieg; Deb Angeletos; Janine Roets; Jacquie Georgio; Melinda Reid; Tracey Daly; Ebony Frost; Leslie Woods; Jemma Vyse; Melissa Gillam; Kerrie Chapman; Kate Shawcross; Bianca Hayley; Sarah Ainslie; Rebecca O'Brien; Jenni Wilding; Sarah Kostarelas; Kirstie Smyth; Claire Shoebridge; Andrew Scanlan; Philip Anderson; Toni Blundell; Ali Tassone; Lisa Johnson; Melissa Bray; Karen Wilson; Liz Lockett

On Webex: Angela Sturdy; Darren McFarlane (part); Phillida Rodic; Sarah Egan (part); Su Wu (part)

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

Motion (CS) That David Graieg vacate the role of General Executive and be elected as Vice President. Seconded Jacqui Georgiu. Motion Passed

Motion (CS) That Jenny Wilding be elected as General Executive. Seconded David Graieg. Motion Passed

It was noted that the roles of Events Coordinator and Fundraising remain vacant.

5. MINUTES OF PREVIOUS MEETING

MOTION (CS) That the minutes of the General Meeting (Annexure A) held on 9TH March 2021 be adopted as true and correct. Seconded Karen Wilson. Motion Passed

6. EXECUTIVE MEETING MINUTES

MOTION (CS) That the minutes of the Executive Meeting (Annexure B) held on 29TH March 2021 be adopted as true and correct. Seconded Lisa Johnson. Motion Passed

7. RULE REVIEW

Rule review was noted.

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8.0 OFFICE BEARERS REPORTS

8.1 PRESIDENT REPORT (CS)

Presidents report was noted as follows

Bike rack area improvement

Completed over Term 1 holidays. The area looks fabulous and is full most days of the week.

Traffic Management along Chandler Avenue

P&C voted to employ a Traffic Warden for the remainder of the year at the Term 1 meeting. The P&C will review past and current ideas relating to traffic management.

P&C Logo update

P&C voted to create a new P&C logo in line with the current school logo. An update will be given at the next meeting.

P&C Levies & Contributions

Thank you to those families who have paid their levies and contributions for the year. We rely on these contributions to get initiatives and projects happening quicker. Fundraising will only get us so far. Please consider supporting the P&C by paying these levies so we can do more around the school for the benefit of your children.

Acknowledgments

- Karen, Sarah and Ang – for supporting each other in the Canteen and going above and beyond to ensure all our children don't go hungry.
- Betty Zhai – for engaging our class reps and trying different methods to communicate with them all.
- Deb Angelatos – for stepping into the Uniform Shop Co-ordinator role. Taking everything in her stride and keeping those uniform orders pumping out to families.

8.2 TREASURER REPORT (KS)

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

- Treasurers Report
- P&L May 21
- Balance Sheet May 2021

For approval: Budget May 2021 **Annexure D**

Motion (KS) that the budget set out in Annexure D, covering both P&C running costs and funding requests, be approved as expenditure for the 2021 financial year. Seconded Jacque Georgio. Motion Passed.

Claire Shoebridge utilised \$150 of personal funds to facilitate the availability of float money for the plant and seedling sale held during the Term 2 P&C Stay and Play event.



Motion (KS) That the P&C approve the \$150 cash float used fund the seedling sale held during the Term 2 Stay and Play event, be reimbursed to Claire Shoebridge in full. Seconded Jacquie Georgio. Motion Passed. Note: CS did not take part in discussion or vote of this item.

9.0 EXECUTIVE REPORTS

9.1 PRINCIPAL'S REPORT (JR)

For Noting refer attached as Annexure E.

The report includes 6 funding requests outlined in full in Annexure F

Motion (JR) That the P&C approve \$15,000 to purchase flexible furniture for 3 x Year 4 class rooms. Seconded Mel Bray. Motion Passed.

Motion (JR) That the P&C approve \$2709 to purchase woodchips. Seconded Melinda Reid. Motion Passed.

Motion (JR) That the P&C approve \$3000 to purchase Year 6 Interschool sports uniforms. Seconded Bianca Hayley. Motion Passed.

Motion (JR) That the P&C approve \$1100 to purchase display products for special days. Seconded Jacquie Georgio. Motion Passed.

Motion (JR) that the P&C approve \$300 to purchase additional and replacement board games for the library. Seconded Bec O'Brien. Motion Passed.

Motion (JR) That the P&C approve \$1000 to purchase musical instruments. Seconded Tracey Daly. Motion Passed.

Motion (JR) That the P&C approve \$5000 to purchase construction, STEM and creative play equipment for Years 1 and 2 as outlined in detail in the Budget Submission Form. Seconded Jacquie Georgio. Motion Passed.

9.2 EVENTS & FUNDRAISING EXEC REPORT (CS)

For noting

Completed events

- Election Day Bake Sale & Sausage Sizzle
- Harmony Day & 70th Birthday Celebrations
- Stay & Play term 2
- Seedling sale
- Mother's Day Stall (coordinated by Floreat Dads)
- Kindy/PP Fashion Night

Planned events

- Scholastic book fair (week 9 term 2)
- Colour Run (major fundraiser)
- Father's Day Stall (coordinator required)

Proposed events

- Parent picnic semester 2

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- Orientation activity for PP students in term 1 (magic show) 2022
- Lego challenge/competition semester 2
- Colour Blast

FPPS Colour Blast

- Proposed Date: Friday October 22nd
- Time 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
- We are looking for local businesses to provide sponsorship and have their name included on the t-shirt

Motion (CS): That the budget of up to \$8,000 set out in Appendix G be approved as expenditure for the Floreat Park Primary Colour Blast to be held on 22nd October 2021. Seconded Bianca Hayley. Motion Passed.

Events calendar

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

9.3 COMMUNICATIONS REPORT (JG)

For noting

As some people may be aware I have taken over the Comms position from Liz. My role is predominantly to handle all Facebook and Connect notices on behalf of the P&C.

Facebook is a platform that the P&C would like to leverage more to communicate all things P&C. You will see P&C events, reminders and initiatives that require school community feedback posted on a regular basis. We ask that when an initiative is posted requiring feedback, that our school community make the effort to comment on the post. When you comment the message reaches more people and this means more people are across what the P&C are doing. What you won't see on the P&C Facebook page is non P&C event being advertised or school reminders. These things are saved for connect notices so it's important to keep an eye on both.

If anyone has any questions of feedback in relation to any of the Facebook posts or plans for posts please feel free to contact me on the P&C Comms email address.

9.4 CLASS REPRESENTATIVE REPORT (BZ)

For noting

It was a great start for term 2 ! Thank all the class reps for nominating to be this role so we can have class reps for all 25 classes.

I would like to thank Jackie and Claire who gave me lots of support to ensure a smooth transition into the class rep coordinator role and help me to set up the FPPS P& C email.

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Class reps WhatsApp group has been created and thanks everyone for accepting it as a form of communication.

I also really appreciate all the feedback I have received from all class reps and it has been a great pleasure working with them. I apologise the FPPS P&C email has been confusion at times around the duplication or missing recipients. A huge thank you to all the class reps for keeping their classes up to date with all the information from the P&C. Thanks everyone who helped with the stay n play and Canteen.

We are also so greatly appreciative of all you as trying your best to organise the event such as fashion nights, mother's day stall and seeding sale and class parents catch up during this Covid pandemic.

I'm planning have a class reps catch up on 4th of June. An email will be sent out with more details.

9.5 GROUNDS REPORT (LM)

Several great ideas have been proposed to refresh the Pre-primary play area which could be achieved with a Busy Bee:

- Boat for under the shade sail (Bunnings have one) Mark is looking into it (estimated price TBA)
- Replace rotten 15 x stepping logs and 4 x long log trunks (estimated price \$1000.00)
- Pine bark 'soft fall' mulch reshape existing and install 10m³ (estimated price \$990.00 delivered)
- Sand poles at ends of ropes walk & re treat (may need to be carried out prior to busy bee)
- Supply 5 x Banksia integrifolia Coastal Banksia 100L trees along play area (estimated price \$1300.00 delivered)
- Top up both sand pits with 8m³ x Whitewashed sand (estimated price \$990.00 delivered)
- Paint veranda poles vibrant colours (colours TBA) (estimated price \$1200.00)
- Paint bike track near Leechelle's room with dashed road markers, crosswalk etc (estimated price \$100.00)
- Extend brick paving to cover dirt area outside PP classrooms between existing paving and concrete (estimated price \$1500.00 supply and install)

All prices listed are estimates and are subject to 3 quotes as required.

Motion (CS): That the budget of up to \$12,000 be approved as expenditure for the refurbishment of the pre-primary play areas. Seconded David Graieg. Motion Passed

10. COMMITTEE REPORTS

10.1 UNIFORM REPORT (DA)

Thank you to Louise Phelan for her tremendous job as the uniform shop coordinator over the last year. The role has now been handed over to Deb Angelatos. March saw the arrival of the new polo shirts and backpacks showcasing the school's updated logo. Between the period 22/2/21 to 15/5/21 the uniform shop has processed 402 orders; either packed and delivered to the classrooms or bought directly from our shop. We have sold an impressive 766 new polo shirts to our school community.

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The uniform shop strives to keep our prices as low as possible. We do this by only adding a small mark-up to our wholesale prices. This mark-up covers the running costs of our shop, any stock losses that invariably happen and our QKR! Fees. The mark-up of our polar fleece jackets was too low, hence the increase in price from \$35 to \$40. We would like to formalise that price increase with the following motion.

MOTION (DA): That the price of the Polar Fleece be increased from \$35 to \$40 Seconded Rebecca O'Brien. Motion Passed

We have some changes in our FPPS P&C Association Uniform shop sub-committee; Fiona van den Berg will be stepping down and Toni Blundel would like to join.

MOTION (DA): That Toni Blundel to join the Uniform Shop sub-committee. Seconded Claire Shoebridge. Motion Passed

Lastly, a number of items have been discontinued and need to be written off in the following motion.

MOTION (DA): Write off discontinued stock; 41 x Jazz pants, 3 x microfibre, 9 long-sleeve old style polo, 21 old style polo. Using sale price, total cost is \$950.00. Seconded Claire Shoebridge. Motion Passed

10.2 CANTEEN REPORT (KW)

For Noting: General report Annexure I

For noting: Financial position:

Financials as at 3 May	
Income	33,043.95
Expenses	33,111.85
Profit/Loss	(67.90)

New Staff Member

Following the resignation of a previous staff member and following a competitive recruitment process. The preferred candidate is Sarah Kostarelas.

Motion (CS) that Sarah Kostarelas be voted as a member of the Canteen Staff . Seconded Claire Shoebridge. Motion Passed

Motion (CS) that Sarah Kostarelas be voted as a member of the Canteen Sub Committee. Seconded Jacque Georigo. Motion Passed

Terms of Reference

At Term 1 P&C meeting, it was resolved to allow the canteen to use a debit card and cancel the credit card, to align with the P&C Constitution. As per the terms of operations, the bank account can only have \$500 in at any time. From tracking canteen spending on the credit card, \$500 per fortnight will allow for the Canteen to continue operations.



MOTION (CS) That the following changes be made to The Canteen Terms of Reference as outlined in Annexure K:

The Canteen Manager is permitted expenditure to a limit of \$500 per fortnight on The Canteen debit card to purchase perishable items. Seconded Janine Roets. Motion Passed

The Canteen employees are permitted expenditure to a limit of \$100 per school term, in total for The Canteen, to purchase stationery and/or non-perishable items to use within the Canteen, aside from packaging used for canteen food service. Seconded Mel Bray. Motion Passed

10.3 SAFETY HOUSE REPORT (AL)

For Noting refer **ANNEXURE L**

10.4 SUSTAINABILITY AND GARDENING REPORT (JR and SA)

The purpose of the P&C Sustainability Program is to support the school in achieving sustainability outcomes and links the activities to the UN Sustainable Development Goals (UN-SD Goals). Following is a summary of the P&C's existing sustainability activities

1. Save Water (UN-SD Goal 6 - Clean Water and Sanitation)

- a. Help establish waterwise gardens with busy bees and the gardening activities.
- b. Assist with water efficiency activities.
- c. There is an opportunity to assess the rainwater system and give recommendations.

2. Use Less Waste (UN-SD Goal 12 - Responsible Production and Production)

a. The Canteen has a sustainable packaging program, products are selected that can be recycled under the containers for change program.

b. The eligible containers are collected by the Year 6 Sustainability Committee and then taken to Shenton Park Depot, nearly \$100 has been collected.

c. Options to establish a collection service has been challenging. Permission was obtained during the previous P&C meeting to establish an agreement with Green Batch. Unfortunately, the Green Batch collection is no longer available, Paraquad was approached to provide a collection service, but, small scale programs are not considered economically viable, thus we will continue with a manual collection program.

d. The Year 6 Sustainability Team is proposing a challenge to the factions to see which faction can collect the most eligible containers, they will arrange the bins and will ask if points can be allocated to the winning factions. The P&C will assist with recycling the containers.

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Parents are requested to donate a portion of their eligible containers rebates to the school using the code: C10337940

e. The second-hand clothing shop reduces waste.

Does anybody have any ideas how to recycle the old shirts or can they be donated?

f. Assist with package free days by selling 'package free' hotdogs at the Canteen.

g. A Fair Game second hand sports equipment collection took place previously. (US SD Goal 1. - No Poverty)

h. Do not make use of or supply single use plastic containers at P&C events

3. Saving Energy (UN-SD Goal 13 - Climate Action)

a. Future investigations might include the P&C funding an Energy Audit.

4. The Natural Environment/Gardening (UN-SD Goal 15 – Life on Land)

a. Seeding Sales

b. Food gardening projects (US-SD Goal 2 – Zero Hunger)

c. Aboriginal and native gardening

d. Busy bees can be arranged with parents to help prepare gardening areas.

5. Sustainable Travel (UN-SD Goal 3 – Good Health and Well-being)

a. Walk/Ride safely to school days, up to \$200 is available from the Town of Cambridge for breakfast provisions.

b. The Year 6 Sustainability Team provided feedback that milos could be provided at the next event.

c. The next event is *Ride to Work Day* on 20th October during Bike Month if anyone is interesting in supporting an activity please get in touch

6. Governance (UN-SD Goal 17 – Partnership to Achieve Goals)

a. Provide a structure to assist the school in meeting the sustainability goals

Motion (JR): That the P&C investigate the effectiveness of the rainwater collection system during Term 3. Seconded Jacquie Georigo. Motion Passed

10.5 FLOREAT DADS REPORT (PA)

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In Term 1, Floreat Dads ran an online Mothers Day Stall. The stall was a fantastic success with 126 items sold and a profit to the P&C of \$321. The stall supported local businesses with kids at FPPS. Thankyou to all of the businesses involved and for all who supported the stall with a purchase. Special thanks to Michael Yow, Andrew Scanlan, Claire Shoebridge and Heather Anderson for their assistance in organising.

In term 2 Floreat Dads is planning an event for the evening of 23rd June 2021. The upstairs function room at the Wembley Hotel has been booked and we are currently finalising arrangements for a guest speaker. The event will be an opportunity to hear from a public figure dad about their experiences with parenting. The event will follow the same format as the highly successful event last year with Peter Rowsthorn.

Early planning is also underway for events in Term 3 and 4 of 2021 with a 'kids and dads' and a whole family event on the cards.

Motion (PA): That the budget of \$2,000 set out in Annexure M be approved as expenditure for the Floreat Dads Guest Speaker Event to be held on 23rd June 2021. Seconded Claire Shoebridge. Motion Passed

Motion (PA) That Andrew Scanlan to be added to the Floreat Dads committee. Seconded Jacquie Georgio. Motion Passed

Motion (PA) That Michael Yow to be added to the Floreat Dads committee. Seconded Jacquie Georgio. Motion Passed

Motion (PA) That Darren McFarlane to be added to the Floreat Dads committee. Seconded Jacquie Georgio. Motion Passed

10.6 BOOK FAIR REPORT (KC)

Book Fair: Thursday 24th June

- Books will be delivered to the Library on Friday the 11th of June
- Wish Lists will be conducted in students Library Sessions from the 14 June – 17 June
- Book Fair Stall will be held in Week 10 on Thursday 24th June

Open Times: 8am – 9am, 12.50pm to 1.30pm, 3.00pm to 4.00pm

Motion (KC): That \$300 be approved as a float for the Book Fair to be held on 24th June. Seconded Tracey Daly

10.7 BOOK CLUB REPORT (TD)

Current Rewards balance: \$950.20

Current Issue average order total: \$1300

Issue 2 was delivered finally on the last day of Term 1.

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Total Books sold: 123 Value \$1295.00

Issue 3 was delivered at the end of Week 4 in Term 2.

Total Books sold: 110 Value: \$1281.00

Issue 4 will close on Friday 11th June 2021. This will be the second issue for Term 2.

11.0 GENERAL BUSINESS (CS)

11.1 CORRESPONDENCE (LL)

Bank statements

11.2 OTHER ITEMS

For Discussion: Playground at Council Park on Birkdale St

Members discussed the issue of the state of the Town of Cambridge playground on Birkdale St – the coarseness of the soft-fall in particular. Discussion with TOC highlighted the area is not scheduled for upgrade until 2023/24. It was agreed that Claire Shoebridge and Jane Rowlands would draft a letter to TOC.

P&C Email/cloud based storage

- Currently P&C spends \$500 per annum on email, this does not include cloud based storage.
- Current issues – impacting day to day running of canteen (not receiving Qkr reports), cloud based storage is full, emails are not easy to access for all exec members (web based software)
- Possible options – use Microsoft platform, Onedrive, ensure platform is compatible with Canteen/Qkr reports and internet connection.

MOTION (CS): The P&C proposes a motion to spend up to \$1500 per annum on email and cloud based storage to service the IT needs of the P&C in an efficient manner. Seconded Jacqui Georgio. Motion Passed

Motion was passed to extend meeting time by further 10 minutes

For Discussion: Alumni

- After success of 70th celebrations the school and P&C are exploring options of establishing an Alumni
- alumni@fppspc.com.au
- Send the newsletters and term/semester updates
- On new website – have a page for FPPS Alumni
- Set up a mail chimp registration – people can sign up to be on our mailing list

For Discussion: School Directory 2022 & beyond

- Directory requires about 15-20hrs of work at the start of the year, then 2-3hrs each term/each directory update
- How often do families access the directory?
- The directory was efficient way of communicating and contacting parents when FPPS was smaller. Is this still the case?

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- Is there another way of representing and collating this information?

Members discussed the use of school directory. It was agreed it was worth exploring less labour intensive ways to update the directory. Item will be included for discussion at Term 3 meeting.

For discussion: Building Fund

- Exploring options for a long term project for funds to go towards. Suggestion is a multipurpose facility for the school and community to access.
- Donations to the Building Fund are tax deductible

There was broad support for the idea it was agree further detail was required.

DATE FOR NEXT MEETING:

Term 3 Week 6

Tuesday 24th August 2021

7.00pm

Birkdale Kindy