

# General Meeting Agenda

**Date:** Thursday 18/11/2021

**Time:** 7:00 – 8.30 pm

**Venue:** School Library



Agenda Items:				
Item	Time	Topic of Discussion		Attached
1.1	7:00pm	Open meeting, welcome and apologies	CS	
1.2		Acknowledgement of Country	DG	
1.3		Conflicts of interests	CS	
1.4		Minutes of previous meeting	CS	Annexure
1.5		Executive meeting minutes	CS	Annexure
1.6		Constitution Rule Review	CS	
<b>7:05pm Office Bearer Reports</b>				
2.0		President Report	CS	Annexures
2.1		Treasurer Report	KS	Annexures
<b>7.15pm Executive Reports</b>				
3.0		Principal Report	JR	Annexure
3.1		Events & Fundraising Exec Report	CS	
3.2		Communications Report	JG	
3.3		Class Representative Coordinator Report	BZ	
3.4		Grounds Report	LM	
<b>7.30pm Committee Reports / Comment</b>				
4.0		Uniform Report	DA	
4.1		Canteen Report	KW	Annexure
4.2		Safety House Report	AL	
4.3		Sustainability and Gardening Report	JR	
4.4		Floreat Dads Report	PA	
4.5		Book Club	TD	
4.6		Book fair	KC	
<b>7.45pm Other Matters:</b>				
5.0		Correspondence	LL	
		General Business		
5.1		2022 P&C Committee	CS	
5.2		Nature Play Project		
5.3		Graduation budget		
5.3		Chandler Ave Traffic Management		
5.4		Kindy Busy Bee Morning Tea		
5.5		Sustainability Fashion Event	EF	
		Next Meeting: AGM Tuesday 8 <sup>th</sup> March 2022 at 7pm Followed immediately by Term 1 meeting	CS	
	8:30pm	Close of meeting	CS	

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## AGENDA

### 1.1 MEETING OPEN

Apologies:

### 1.2 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.

### 1.3 CONFLICTS OF INTEREST

### 1.4 MINUTES OF PREVIOUS MEETING

**MOTION (CS) That the minutes of the Term 3 Meeting (Annexure A) held on 24<sup>TH</sup> August 2021 be adopted as true and correct.**

### 1.5 EXECUTIVE MEETING MINUTES

**MOTION (CS) That the minutes of the Executive Meeting (Annexure B) held on 13<sup>th</sup> September be adopted and true and correct**

**MOTION (CS) That the minutes of the Executive Meeting (Annexure B) held on 20<sup>th</sup> September be adopted and true and correct**

### 1.6 RULE REVIEW

For noting/discussion. A rule from the 2019 P&C Constitution is included for member education and awareness.

#### 24.0 NOTICE OF MEETINGS AND MOTIONS

24.1 Notice of all General Meetings of the Association, motions for approval to expend the Association funds (financial motions) to be dealt with at a General Meeting, and special resolutions shall be given in writing, by post or email, to all members not less than seven (7) days prior to the date of the proposed meeting.

24.2 Notice of **Executive Meetings** and financial motions to be dealt with at these meetings, shall be given to all members of the committee not less than forty-eight (48) hours prior to the opening of the meeting.

24.3 Non-financial motions may be proposed during the course of a meeting without prior notice.

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## 2 OFFICE BEARERS REPORTS

### 2.1 PRESIDENT REPORT (CS)

#### Chandler Ave Traffic Management

Melissa Gillam, Emma King and I have been working with the school to develop a resource **(ATTACHED)** and education around the traffic that causes congestion at pick up time each afternoon.

Please take the time to read and share with all members of the household/guardians/babysitters who come to FPPS at pick up time.

Student councillors are also creating a resource to educate the students on how to be safe around Chandler Avenue at pickup (& drop off) times.

#### P&C Levies & Contributions

Thank you to all our families who support the P&C by paying their levies and contributions. Our children are the ones who benefit, and it helps the school and its teachers by actioning the to-do list quicker. I am genuinely grateful for the ongoing support of the community at FPPS.

#### School directory 2022

The format will be different for 2022. Microsoft forms will be utilised as a way to collect information for class contact lists. Will also allow for nomination of class reps. Thank you to David Graieg for helping with the setting up and test runs for the directory.

#### P&C Emails & cloud based storage

Thank you to Rob Minson who has done a huge amount of work ensuring a smooth transition from one email system to another.

#### Facebook - discussion

How do we encourage the community to engage with Facebook posts?

Does the FPPS community want the P&C Facebook page to promote holiday activities?

Does the FPPS community want the P&C Facebook page to promote local sporting clubs?

What does the community want to see on the P&C Facebook page?

### 2.3 TREASURER REPORT (KS)

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

- Treasurers Report
  - 2021 budget and actual YTD
  - P&L November 2021
  - Balance Sheet November 2021
1. Motion: That a transfer of \$40,000 be actioned moving money from the Canteen account to the Telesaver account.
  2. Motion: That a transfer for \$10,000 be actioned moving money from the Uniform account to the Telesaver account.

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3. Motion: That the motion passed allocating \$10,000 funding towards engagement of a Traffic Warden, be rescinded.

## EXECUTIVE REPORTS

### PRINCIPAL'S REPORT (JR)

For Noting refer attached as **Annexure D**.

### EVENTS & FUNDRAISING EXEC REPORT (CS & JW)

For noting

#### Completed events

- Colour Blast
- Fathers Day stall
- Athletics Carnival Bakesale
- Term 4 Book Fair
- Kindy & PP teatowels
- Art4Cards

#### Planned events

- Kindy Campout on McLean

#### Planned fundraisers

- **Singlefile Wine Drive** – place orders by Friday 19 November, using the order form sent out on Connect. Thank you to Bianca Howe, Claire Yow and the Corbett family for co-ordinating and allowing this tasty fundraiser to occur.

#### Proposed events

- Year 6 Graduation event

**Motion (CS/LT):** Propose a motion that the year 6 graduation celebratory event be a P&C event for 2021

**Motion (CS/LT) :** Propose a motion that the budget (ANNEXURE E) for the year 6 graduation celebratory event be endorsed by the P&C.

- Sustainable Fashion fundraiser (EF) 2022

**Motion (EF):** Propose a motion that the Sustainable Fashion Event 2022 be a P&C fundraising event.

**Motion (EF)** That the budget of \$3600 (ANNEXURE E) be endorsed for the Sustainable Fashion Event 2022 be endorsed by the P&C

- PP & year 1 Magic Show/Puppet show term 1 2022

**Motion (JW):** Propose a motion that the PP/Year 1 Magic and/or puppet show be a P&C event in 2022.

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**Motion: (CS) That the Kindy Dads camping be a P&C Event for 2021**

**Motion (CS) that a budget of \$650 (ANNEXURE E) be approved by the P&C**

Thank you to the team of volunteers, friends and family who assist with the organisation of an event at the school. The school community is the better for your involvement. I can't name them all, but the conversations I have with members of the community, showcase how lucky we are to have so many people who help out in various capacities throughout the year.

## **COMMUNICATIONS REPORT (JG)**

## **CLASS REPRESENTATIVE REPORT (BZ)**

## **GROUNDS REPORT (LM)**

## **COMMITTEE REPORTS**

## **UNIFORM REPORT (DA)**

**For noting:**

## **CANTEEN REPORT (KW)**

**For Noting: General report Annexure F**

**MOTION (CS):** The canteen debit card terms of reference (**ANNEXURE G**) be updated to reflect the increase in bank balance allowed, from \$500 to \$1000.

**MOTION (CS):** The canteen debit card terms of reference (**ANNEXURE G**) by updated to allow the maximum purchase to be \$400, up from \$250.

**MOTION (CS):** The canteen debit card terms of reference bank balance and maximum purchase amount will be reviewed at the end of term 1 and end of term 3, when the canteen menu changes.

**MOTION (CS):** The thermomix accessories; jug, blade and lid be purchased up to a total of \$400.

## **SAFETY HOUSE REPORT (AL)**

## **SUSTAINABILITY AND GARDENING REPORT (JR and SA)**

**For noting:**

Containers for Change - C10337940 COMPETITION TIME

1. Take your containers to a Containers for Change refund point

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2. Use the FPPS P&C code C10337940 to donate money to the P&C
3. Take a photo of your receipt & email it to [info@fppspc.com.au](mailto:info@fppspc.com.au)
4. Keep an eye out to see if you have won a prize towards the end of term!

## Scouts & Containers for Change

Scouts WA can come and collect FPPS Containers for Change, free of charge.

Education for students around what containers are eligible at school and which bins they go in to reduce contamination.

Water tank – audit (update needed – next meeting)

## FLOREAT DADS REPORT (PA)

## BOOK FAIR REPORT (KC)

## BOOK CLUB REPORT (TD)

## 5.0 GENERAL BUSINESS (CS)

### 5.1 CORRESPONDENCE (LL)

### 5.3 OTHER ITEMS

#### 2022 P&C Committee

##### For noting

The 2022 AGM will be held on TUESDAY 8 MARCH 2022 at this meeting all roles are vacated. At this stage we are expecting to need nominations for the following roles:

- President
- Treasurer
- Secretary
- Communications
- General Executive member

Being a part of the P&C is a great way to use your skills and experience to contribute to the School Community and is a wonderful way to meet people. The existing community members will provide a thorough handover to anyone stepping into these roles. Please come and speak to us to learn more about what we do in our role.

#### Nature Play Project – Co-ordinator/s required

We have the money, now we need someone to help manage the project!

Proposed/draft process

- Research companies who design and install nature-based play
- Scope out other primary schools who have had nature playgrounds installed

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- Liaise with primary schools to determine pros/cons of company they used/process they followed
- Present a selection of ideas to year PP,1&2 students to determine what they want in their playground
- Liaise with grounds committee member about busy bees
- Feedback to the P&C committee and meeting

Supported along the way by members of the P&C committee and the school.

## **Teacher gifts 2021**

(JR) Reminder of guidelines

## **DATE FOR NEXT MEETING:**

AGM: 7.00pm TUESDAY 8 MARCH 2022

School Library

Immediately followed by

TERM 1 GENERAL MEETING

7.30pm TUESDAY 8 MARCH 2022