



# Meeting Minutes

## Meeting Details

<b>Meeting Date</b>	16 <sup>th</sup> February 2016
<b>Meeting Commenced</b>	7.32pm
<b>Meeting Concluded</b>	9.50pm
<b>Venue</b>	Library
<b>Present</b>	Amy Toohey, Karen Wilson, Susan Wall, Monique Jenner, Jodi Clayton, Ainslie Satori, Narelle Headley, Grant Taylor, Natasha Hawksley, Karina Wong, Kate Weaver, Janine Roets, Ruth Cairns, Claire Shoebridge, Michal Haswell, Cat Johnson, Kim Batina, Mel Pexton, Katie McLeod, Vic Strang, Lynette Diaz, Cathy Lander, Louise Birbeck, Fran Cockerill, Kim Latham, Keira Bury, Megan O'Shea,
<b>Apologies</b>	Bec Obrien, Pen Hickman, Chandie Greatwood
<b>Next Meeting Date</b>	22 March 2016

## Meeting Minutes

### 2.0 Minutes from Previous Meeting

2.1 Present minutes	Not presented
2.2 Accept minutes	Motion proposed to accept minutes of previous meeting at next meeting as not previously presented
2.3 Matters arising from minutes	Matters arising from the minutes were not discussed and carried over to the next meeting.

### 3.0 Office Bearer Reports

3.1 President's Report	Discussion regarding history behind collecting \$250 as a voluntary contribution, this was a decision made several years ago by the P&C
3.2 Treasurers Report	Approximately \$1,000 left in ELC budget from 2015 to be rolled into P&C Discussion on voluntary contributions being broken into class clusters as originally designed to go directly to resourcing in the classrooms. Figures used to compile teacher wish list are based on estimating an 88% return on voluntary contributions. Confirmed 98% of voluntary contributions were received in 2015, so 88% is conservative.

# Floreat Park Primary School P&C Association



	<p>General discussion regarding the option of using the book list to buy resources for the classroom. MP confirmed that this was investigated several years ago but not initiated as the admin took a % fee.</p> <p>Mmc confirmed all student invoices will be provided by this Friday 19<sup>th</sup> February.</p> <p>Mmc confirmed the school was working towards an electronic invoicing system. Parents are able to pay online via the details that are enclosed in the term statement.</p> <p>Mmc confirmed that the envelopes would continue to be included as some parents do use them. In addition, he confirmed that the current software means that invoices can't be sent by family. Individual invoices are raised per student, by class. Envelopes will only be sent to parents who request these now. Parents are now given the option to come in to the office and pick up a pre printed envelope and deposit in dropbox at reception. A parent could pick up multiple envelopes for future use at this time.</p> <p>Donations are able to be accepted by the school and by the P&amp;C, if any parent wanted to donate more.</p> <p>MP going to ask board to include an "extra P&amp;C donation" line on student invoices going forward</p> <p>MP explained details of using a "building fund" for the purposes of collecting voluntary contributions and confirmed the criteria was highly specified to building works and therefore not feasible to the P&amp;C at current.</p>
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## 4.0 Wish Lists

<p>Wishlists</p>	<p>MP reviewed the history behind the voluntary contributions and confirmed the funds are to be spent 1) infrastructure, 2) class clusters 3) Admin expenses to do with the running of the P&amp;C, canteen and uniform shop. MP confirmed that funds generated from fundraising activities are for parent driven initiatives.</p> <p>MP tabled the wish list as included in the agenda and opened the meeting up for discussion</p> <p>General discussion about the merits of ipads per child or family. Mmc to organize a separate evening to discuss.</p> <p>General discussion regarding the merits of surveying parents. MP agreed to consider this for key decisions in 2017.</p> <p>Mmc said he was still negotiating a price for 2 new air conditioners in the transportables.</p> <p>Motion approved to hold off approving the majority of the infrastructure items.</p> <p>MP confirmed the exec would continue discussions outside the P&amp;C meeting regarding taking a % of the voluntary contributions for whole of school items/initiatives with view to a proposal for</p>
------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



	<p>the next P&amp;C meeting.</p> <p>Motion approved to spend \$11,400 to purchase the following items from the infrastructure budget: \$3,000 2 x laptops, \$2,000 TV R12, \$1,500 laptop R12, \$400 TV stand R12, \$7,500 blinds R1,2,3 (from cluster1/2).</p> <p>Motion approved to spend \$3,320 for cluster KK/PP (with an additional \$1,000 spent from the historical ELC budget) – all items</p> <p>Motion approved to spend \$4,397 for cluster 1./2 - all items except blinds (which are to be purchased via infrastructure)</p> <p>Motion approved to spend \$4,214 for cluster 3/4 – all items</p> <p>Motion approved to spend \$1,340 for cluster 5/6 – all items</p> <p>Motion approved to spend \$14,000 on yr3-6 literacy series</p> <p>Motion approved to spend \$2,500 for 4 x raised garden beds and yard sweepers from last years funds.</p>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## 4.0 Sub-committee Reports

4.1 Social and Fundraising	<p>KB queried what the school is fundraising for. P&amp;C agreed to further discussion.</p> <p>Thank you to Nicole Kettel for the work to date organizing art for the art bar</p> <p>Discussion regarding the design a brick. Confirmed a sell price of \$100. Bricks restricted to 200 but we can order more if very popular.</p> <p>Thank you to the Art Bar committee for their work to date</p>
4.3 Canteen	<p>Received c rating (low risk) on recent food premises assessment conducted by the Town of Cambridge. Congratulations passed to the canteen committee for a great result.</p> <p>FC noted the increased transactions due to increased student numbers and hot weather.</p> <p>MP confirmed FC can approve canteen expenditures up to \$500.</p> <p>FC advised of a hot cross bun fundraiser for easter</p>
4.4 Book Club	<p>Orders will be taken for current book club until Friday 19<sup>th</sup> February.</p>
4.5 Uniform	<p>As per canteen report</p> <p>MMc confirmed he would remove the computers near the canteen ASAP</p>
4.7 Grounds	<p>As per grounds report</p>

## 5.0 Principals Report

5.1 Principals Report	<p>As per principals report</p> <p>MMc confirmed that choir practice would be scheduled around timetabling to ensure it does not clash with literacy and numeracy periods.</p>
-----------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



	<p>SG confirmed edudance dates likely to be Monday of W10 and Thursday of W9 in term 2. Confirmed Friday 4<sup>th</sup> March as a pupil free day and Tuesday 29<sup>th</sup> March as a holiday for all government schools</p>
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## 6.0 Other Matters Raised for Discussion

6.1 Traffic Update	<p>The Childrens Safety Committee have completed an assessment and we are awaiting their report. JR and LD to work together with the TOC to develop a traffic management plan</p>
6.2 Social Fundraising Calendar	<p>MH tabled the social fundraising calendar and agreed to map out the rest of the events with MMC NH confirmed she would coordinate the Mothers Day Stall if required General discussion regarding supporting certain charities through the course of the year</p>