

# General Meeting Minutes

**Date:** Thursday 22/08/2019

**Time:** 7:00 – 8:30 pm

**Venue:** School Library, Chandler Avenue

Floreat Park Primary School  
P&C Association



Attendance	
<b>Executive</b>	Pen Melis, Kristy Corbett, Susan Chen, David Graieg, Adrian Taylor, Luke McCarter, Liz Lockett
<b>Committee &amp; subs</b>	Karen Wilson, Lucy Stone, Bec O'Brien, Janine Roets, Sophie Torissi
<b>School Reps</b>	Jane Rowlands, Rod Cohen
<b>Class Reps</b>	Kindy: Natalie Dimmock, Tracy Bauer
	PP Nicola McFarlane & Liz Lockett
	Year 1: none
	Year 2: Kate Weaver, Melissa Bray
	Year 3: April Pearman, Bridget Thomas
	Year 4: Megan O'Shea
	Year 5: Pen Melis & Kristy Corbett
	Year 6: Philida Rodic
<b>others</b>	Amy Toohey, Julia Franz, Claire Shoebridge, Alex Bertram, Melinda Reid
<b>Apologies</b>	Troy Sinclair, Mark Walters, Jen Wilding, Belinda Hart, Sarah Wadell, Liz Mayhead, Hayley Elkin, Louise Phelan, Jessica Dhrif, Bianca Paull, Simone Allen, Karen Ekeroth, Bianca Hayley, Janelle Young, Liz Teh, Rachel Gallagher, Kate Watson

1.0 Meeting open: 7:01 pm

2.0 Previous minutes: Draft minutes of the 28/5 General meeting were posted on the web around the 5/6. The minutes were ratified by DG and KC on the 21/8.

3.1 President's and Vice President's Report: as per agenda

Pen welcomed members and thanked them for their attendance and ran through the P&C meeting protocols. The gardens were highlighted for further comment and acknowledgement to Luke McCarter for his assistance in actioning the projects to date. The motion for the BER pathway raised by PM and seconded by AT and was then discussed by the meeting.

**MOTION (PM & AT):** P&C to approve \$4,000 towards the funding of the BER path to help simplify gardening maintenance

**Actions required:**

- 1 quote received from DigWA. 2 further quotes requested by Melinda Reid to ensure transparency and good governance. This was accepted by the exec.
- Works to be granted after consideration of further quotes.
- Gradient needs to be compliant, Rod Cohen to advise contractor accordingly.

The motion was voted on and passed.

Canteen staff were acknowledged for their wonderful work. The upgrade was referenced and would be discussed at length later.

The Fathering project was discussed and acknowledgement was given to Alex Bertram. The motion for the Floreat Dads Collective was raised by PM and seconded by DG

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**MOTION (PM & DG):** The Floreat Dad's Collective will function as a sub - committee of the P&C. It will comprise of a convener and a small committee who report back to the Exec, running within their terms of reference. The convener for 2019 is Alex Bertram and a committee will be created within his discretion.

The motion was discussed by the meeting. AB reiterated the informal nature of the group. PM acknowledged this.

**Action:** PM & AB to present the terms of reference to the next General Meeting in Term 4.

The motion was voted on and passed.

Pen highlighted the dates for the Floreat Dad's Camping for 2019. The Floreat Dads camping is affiliated with the Floreat Dads Collective, and will be held on the below dates. The capacity for each event is 210 people, this falls well below the 500 person limit per event, outlined in our insurance.

## **Floreat Dad's Camping Dates for 2019:**

Year	Date	Organiser	Venue
Pre - Primary	26 <sup>th</sup> October	Ben Stanton & Todd Stanley	Lake Leschenaultia
Year 1	16 <sup>th</sup> November	David Reid	Lake Leschenaultia
Year 2	2 <sup>nd</sup> November	Michael Vermey	Lake Leschenaultia
Year 3	19 <sup>th</sup> October	David Reid	Lake Leschenaultia
Year 4	9 <sup>th</sup> November	Michael Vermey	Lake Leschenaultia
Year 5	23 <sup>rd</sup> November	David Reid	Lake Leschenaultia
Kindy	30 <sup>th</sup> November	David Graieg	FPPS – Main Campus

## 3.2 Treasurer's Report: as per agenda

Susan spoke through the numbers of the report. The 93% voluntary & 95% infrastructure contributions received is a credit to the generosity of parents at FPPS. This figure is based on an 85% recovery rate from 614 students.

PM highlighted that the Cash at bank figure may appear high, however this amount includes the \$65,000 fundraising fund held for the Outdoor learning area, \$20,000 Maintenance fund held for the Canteen and the balance is the approved budget spend for funding requests for 2019. PM encouraged members to read the Agenda Reports and minutes for Meeting 1 which thoroughly covers the approved 2019 Budget distributions.

The budget has accounted for a full quota spend of 2019 contributions. The expected balance after all distributions have been paid but before consideration of the further funding requests for this meeting have been distributed is \$8,862

A query with regards to tracking the budget spend was raised by Melinda Reid. This is the role of the President and Treasurer who have managed the process over the year – as we are on 93% of our budget recovery rate and 100% of our approved budget allocation is expected to be spent by the school in 2019, we are doing very well.

A request for more transparency of information of voluntary contribution and budget spend was made. PM referenced the Voluntary Contributions update report distributed via Connect on the 24<sup>th</sup> of June. (This is available in the Connect Notices section) and the approved budget presented in the minutes of meeting 1 (available on the website since March 2019.)

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Fundraising Note: 100% of the Fundraising budget of \$34,000 for 2019 has been allocated to the Outdoor Learning Area as per the Minutes of Meeting 1. This has been added to historic fundraising to get us to a figure of \$65,000 towards this project to be spent in 2019.

PM proposed a motion and KC seconded the motion:

**MOTION:** To enable volunteer availability, the fundraising component of \$35,000 for 2020 will be added to the P&C Voluntary Contributions. No further fundraising will be requested for 2020. The additional component will be \$60 per child.

PM & KC outlined the initiative intent further. The introduction of a \$60 per child, fundraising component in the Voluntary contribution levy, will allow for the P&C to:

1. target volunteer availability towards social events.
2. focus more energy on providing meaningful memorable social events.
3. create an equality in giving and relieve the pressure to continually donate.
4. simplify the exec roles to enable more interest in volunteering on the P&C

The Fundraising Levy will replace the following:

Major Fundraisers	Medium Fundraisers	Small Fundraisers
Art Bar / Quiz nights	Art for Cards	Raffles
Lapathons/ Colour runs	Bake Sales	Wine drives

HOWEVER: there is still the expectation that class functions, whole year functions and a whole school functions will occur as social functions.

Major Social Events	Medium Social Events	Small Social Events
Melbourne Cup	Floreat Dad's Collective	Fathers & Mothers Stall
Kindy Fashion Show	Welcome sundowners	Class and Year group events
End of year disco	Movie night	Floreat Dads Camping

Incidental / At Cost / Charity Initiatives:

Incidentals	At Cost	Charity / targeted
Bright Star / Stuck on you	Kindy T- Shirts	Election Cake Stall
Tupperware	Kindy T- towels	Athletics Cake Stall
Entertainment Book		

The Canteen and Uniform shops are P&C run businesses and their profits are used to continue and improve the services provided. They are not fundraising initiatives.

The meeting discussed the motion further thoroughly:

- concern that community spirit may weaken – PM however highlighted that the focus shift would be towards more input in social events.
- concern that parents with larger families might not pay and we fail to reach our target.
- suggested consultation with wider school to gauge interest and base decision on a whole school vote.
- suggested availability of the School's Master Plan may help to alleviate concern over the perception of a continual increase in fundraising expectation.

As general consensus was that further consultation with the school community was needed before voting on this motion, PM & KC deferred the motion.

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## 4.1 Principal's Report: as per agenda

Jane thanked the P&C for the 100 leased laptops. The school will be purchasing a lease for 50 more. She commented on the NBN connection. Student well-being was discussed and she referenced the initiatives the school has in place as outlined in the agenda report. Further security measures were discussed with regards to the gateway. A question was raised about kindy integration into the school – Jane commented on the process of orientation and further comment was made regarding the Kindy camp being a good opportunity for the Kindy kids to get see the big school.

### School Funding Requests:

PM raised the funding request motion, this was seconded by AT.

**MOTION (PM):** Approval of **Funding Request 3c** - Kindy White boards to the value of \$932 to be taken from the funding quota of \$9,000 for funding Request 3.

The motion was voted on and passed.

KC raised the funding request motion for AV mics, this was seconded by AT.

**MOTION (KC):** Approval of **Funding Request 15** - \$2,000 for AV Mics to be taken from the infrastructure component of the budget.

The motion was voted on and passed.

## 4.2 Events Exec report: as per agenda

**Athletics Carnival discussed:** The cake stall still requires volunteers – 2 per class. Focus on this stall and not the inter school carnival raised queries as to community spirit. KC confirmed that the Exec would not be running further cake stalls at the inter school carnivals but would service food trucks/ coffee vans who will give the P&C a small percentage of takings. PM and KC reiterated that the Exec is unable to give up time for these events but if any of the members present were to volunteer they would accept. Sophie Torissi volunteered to coordinate a cake stall & Alex Bertram agreed to assist with a sausage sizzle run by the Dads group.

**Action:** Sausage size and cake stalls to be confirmed with Jen Wilding (apology)

**Entertainment Book update:** Karen indicated \$2,559 had been raised to date but she still had 11 books outstanding.

**Action:** A further discount offer will be distributed shortly.

## 5.1 Canteen Report: as per agenda

Bec highlighted the traffic light training on 9<sup>th</sup> September 2 – 5pm. Members were encouraged to attend. The FPPS exec team will be in attendance.

PM raised the motion for the Canteen upgrade and DG seconded it.

**MOTION (PM):** \$17,000 for upgrades be taken from The Canteen Holding Fund in 2019. \$5,000 to be returned to the fund from the 2020 Voluntary budget. The Canteen holding fund will sit at \$8,000 in 2020.

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Old appliances were discussed. PM explained the itemised quotation and proposed the use of \$5,000 from next year's voluntary contributions to replenish the fund. Discussion was had with regards to the quotation process and several quotations will be obtained. CS requested to see the exec's notes on their endorsement of funds.

**Action:** PM to provide CS with info.

Query was made as to when canteen area was last painted – although some areas were only painted 2.5 years ago it was agreed it requires a refresh due to high foot traffic. Comment on motion wording being changed to: 'intention to allocate 2020 budget' was accepted by PM.

**NEW MOTION (PM):** \$17,000 for upgrades be taken from The Canteen Holding Fund in 2019 with the intention to allocate \$5,000 from the 2020 Voluntary budget. The Canteen holding fund will sit at \$8,000 in 2020.

The motion was voted on and passed.

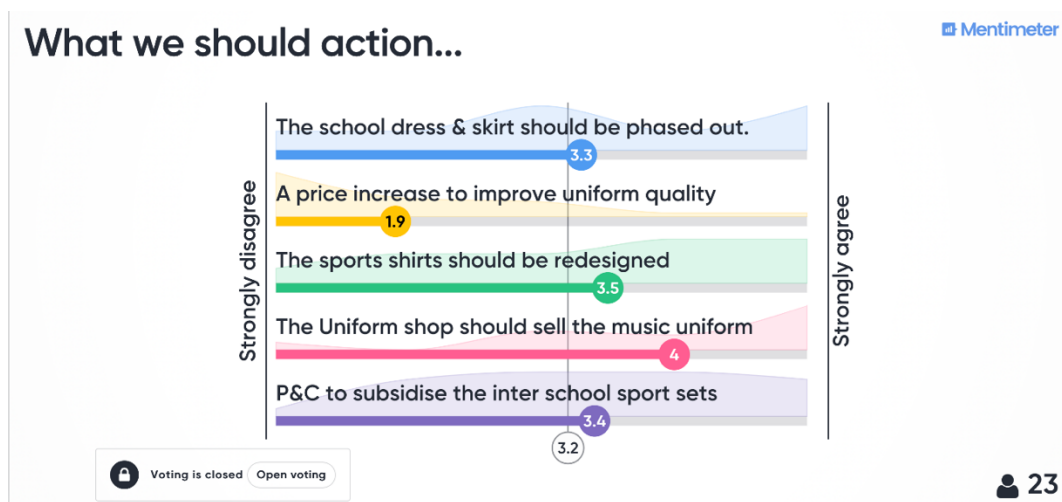
## 5.2 Uniforms comment: as per agenda

PM opened discussion to collect some data from the meeting for the board with regards to the current school uniform. PM encouraged the members to consider that the aim is for our school uniform is to be neat, affordable, modern and comfortable for children during all school activities. A uniform that will accommodate all seasons and identify students as a member of the FPPS community.

PM asked the question: "What is your overall impression of our school uniform?"

The members response was: comfortable, nice colours, smart, easy to move, restrictive to girls, logos wash off, material is too thick, old uniforms were more durable and thinner. Hats are good as reversible and stay on the kids head. Bags are good as a school identifier. Uniform is a bit too complex and could be simplified.

23 members then answer the below questions using mentimeter, after a brief description from PM for each statement. The sliding ranking ranged from strongly disagree (1) to strongly agree (5)



The proposed motion for the P&C subsidising the team sports uniforms was not raised as the need for further consultation and a specific outline were needed.

The board is working on a survey which they will communicate to the whole school, however, PM requested the opportunity to raise the initial queries in a guided setting first.

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## 5.3 Safety House Comment – as per agenda

## 5.4 Sustainability Comment – as per agenda

Janine commented on sustainability and the reuse of items to create the composting bins. Recycling bins for light bulbs and batteries are located outside Room 8.  
Liz requested pictures for these kind of initiatives for comms purposes.

## 6.0 Other Matters

Alex commented on the Fathering Project – Floreat Dad's Collective. There will be informal and formal events run by the group each year. They will aim to have one dads/father's event per year. PM commented that the P&C are excited to have them on board.

PM noted that queries raised by parents prior to the meeting are investigated by the exec and actioned for the meeting. This enables us to work quickly and efficiently through meetings. She encouraged questions by parents when agenda items are called.

The queries by parents regarding child well -being, the buddy bench and laptop user issues were addressed by the school and commented on in the Principal's report.

Comment from parents with regards to uniform fabric quality was addressed in the meeting by the P&C and is currently being considered by the school, board & P&C.

Some aspects of requests are left with the school to consider and address if appropriate, as they may be beyond the P&C's scope. The school, board and the P&C work together to address and action items of concern to parents. Jane commented that by placing relevant information like child well -being and laptop usage on the website under a FAQ section, it may alleviate the school, board and P&C from having to repeat themselves to parents.

**Close of meeting: 8:35pm**

**Next Meeting: Tuesday 12th November**