



General Meeting 4
Tuesday, 12 November 2019
7- 8:30pm
School Library, Chandler Avenue

Agenda
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Reports & Comments
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Attachments
The 2019 Constitution

Please note:

Relevant documentation relating to the included reports is available on Connect

Exec Members

Pen Melis	President
Kristy Corbett	Vice President
Troy Sinclair	Secretary
Susan Chen	Treasurer
Luke McCarter	Grounds
Jenni Wilding	Events
David Graieg	General
Adrian Taylor	Class Rep Coordinator
Liz Lockett	Comms

General Meeting Agenda

Date: Tuesday 12/11/2019

Time: 7:00 – 8:30 pm

Venue: School Library, Chandler Avenue

Floreat Park Primary School
P&C Association



Agenda Items:					
Item	Time	Topic of Discussion			Attached
1	7:00pm	Adoption of the P&C Constitution 2019 Meeting	PM		Constitution
2	7:30pm	Open meeting, welcome and apologies (website)	PM		
3		Previous Minutes – ratified by KC & seconded by JW	TS		
4		Declarations of Conflicts of Interest	PM		
5	7:35pm	Office Bearer Reports			
	5.1	President & VP Report	PM		Report
	5.2	Treasurer's Report	SC		Financials
6	7:45pm	Executive Reports			
	6.1	Principal's Report	JR		Report
	6.2	Events Exec Report	JW		Report
	6.3	Class Rep Coordinator	AT		Comment
	6.4	General Exec	DG		Comment
	6.5	Grounds Exec	LM		Report
	6.6	Comms Exec	LL		Update
7	8:00pm	Committee Reports			
	7.1	Canteen Report	OB		Report
	7.2	Uniform	SP		Report
	7.3	Floreat Dads	AB		Update
	7.4	Safety House, Book Club & Sustainability	ALL		Update
8	8:10pm	Other Matters:			
	8.1	P&C Fundraising survey and feedback	KC		
	8.2	Recap of 2019 achievements	PM		
	8.3	Forward planning for 2020	PM		
9		Attachments:			
10		Correspondence summary	TS		
11		Next Meeting: AGM Thursday, 21 February 2020, Library, 7 – 8:30pm	PM		
	8:30pm	Close of meeting	PM		

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5.1 President & VP Report: Pen Melis & Kristy Corbett

This year has been very productive and rewarding for the P&C. Thanks to the school for their continued support of all our endeavours and thanks to the parents for their generosity in giving of their time and finances. Our school is strong and vibrant thanks to the constant input of love and support it receives from school leadership, teachers, staff, parents and the wider community.

The P&C Honours List for September-October:

Richard King: Gateway printing for the countless subsidies you've given us over the years!!

John Wilson: Amazing helper in The Canteen – see further comment below in The Canteen report.

Sophie Phelan, Belinda Hart & Sophie Torrisi: our fantastic uniform shop volunteers – thanks ladies!

Melbourne Cup Committee: thanks to everyone who helped to organise this social event.

Camping Dads: all the dads who make these camping trips so exciting for the kids.

Update and Key Activities:

BER pathway: this was installed to assist the school with grounds maintenance in this area. Turf rehabilitation: The area around the path was rehabilitated with new turf. The area is cordoned off for a couple weeks to allow it time to grow, but the path is fully functional.

The Canteen Refurb: The Canteen and the external area around The Uniform Shop was repainted during the holidays. A new shelving system for lost property was purchased and the lost property sorted through. The Uniform Shop and The Canteen signage is due to go up. This will include a general sign referencing the fact that these 2 businesses are funded and managed by the P&C and will include the P&C logo.

Healthy Food and Drinks Policy: This has been approved by the board and is awaiting signing by the school, board and P&C. This policy has been created in conjunction with The Canteen to ensure its contents is relevant to the daily running of our Floreat Park Primary canteen. It will be made available on the website once signed.

The Interactive Screen Project: P&C funds have been reallocated towards this initiative to ensure project completion in 2019. Thank you to the school for their contribution towards this initiative. Every child in the school is now benefitting educationally from these new screens. (documentation attached)

Outdoor Learning Playspace: Thank you to the school for injecting much needed funds towards this project to ensure its structural component is completed in 2019. Further funding from the 2020 P&C budget will be targeted towards completing the landscaping component.

QKR App: The P&C will be working alongside the school to improve processes in 2020. FPPS & the P&C will be launching the new app at the start of the new school year. All P&C related activities will be available via the app by Term 2, 2020. This will be phased starting with P&C contributions in Term 1, but we anticipate The Uniform Shop and The Canteen being available by Term 2.

The Banksia: Gateway Printing have subsidised the order by providing artwork to the value of \$5,000. The design has been finalised and the school will be providing them with content. The P&C will assist with proofing. We received 265 orders from parents. These together with the year 6 and office quota will be ordered for distribution before the end of Term 4.

Floreat Dads: The dads held a sausage sizzle at the interschool carnival which was well received and a perfect way to communicate to the community this new initiative at Floreat Park Primary. A new logo will help to differentiate the group from the P&C, however the P&C logo will be used in promotion where appropriate. Floreat

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Dads Camping will take place this term: Offsite camping is held at Lake Leschenaultia and Kindy camping will take place onsite at the main school. A minigolf day will be held in December.

2020 Fundraising Levy: A survey to families assessing interest in this initiative will determine implementation. Regardless of feedback, a \$60 fundraising donation will be made available in 2020, as an option for parents who are unable to offer time and voluntary assistance for fundraisers during the year.

Kindy shade sails: Identified at the recent busy bee that all the shade sails are very dirty and in disrepair. As there are surplus funds left over from the funding allocations made to Kindy, the remainder of this money was allocated to cleaning and repairing the shade sails.

Three quotes were obtained and the work has been assigned to West Coast Shade who have quoted \$1 980 to remove, clean, resew and reinstall the four shade sails. It was also identified that one pole is leaning, West Coast Shade will assess and quote on repairs for this pole.

Propose a motion to assign a maximum of \$1,000 towards the repairs to the leaning pole

Kindy t-shirts: Kindy t-shirts are available for parents to order via the Uniform shop for Kindy for next year. Will be displayed at the Kindy orientation on Saturday 23rd Nov.

5.2 Treasurer's Report: Pen Melis

Up to 04 November 2019:

\$75,467.55 contribution had been received from the school representing 96% of the budget. Budget assumed recovery rate of 85% from 614 students. A further \$2,817 is needed to reach our assumed budget.

\$51,210.92 has been received by the school for the infrastructure levy representing 98% of the budget (of 85% from 614 students). A further \$979 is needed to reach our assumed budget.

The main income since the last general Meeting was Parent Voluntary Contributions, Infrastructure Levies and the Athletics Carnival Cake Stall & Sausage sizzle. *We recently received a \$2,000 building fund donation, however this was paid via Paypal and so is not as yet reflected in our main account.*

Cash at bank 04/11/2019: **\$133,747.25**

Forecast closing bank balance for 2019 is \$20,685

Further Comment:

The Revised budget and actuals below outlines our spending against the budget. We are yet to transfer the \$30,000 for FR 17 (final screens) & \$62,270 for FR9 (Outdoor Learning Playground). Our fundraising target falls short by \$5,178, however, a buffer in the budget from money allocated to the Banksia will cover the shortfall.

The BER pathway funding was topped up by \$2,329 to allow for additional sand, soil and turf to be installed around the path. This was a necessary safety requirement and thus approved on site by the exec - works were completed in the holidays prior to the start of school.

Balance Sheet, Profit & Loss Statement, 2019 Forecast and 2019 Revised budget below:

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Balance Sheet

Floreat Park Primary School P & C

Accrual mode
04 Nov 2019
ABN: 79221966715
Generated 04 Nov 2019

		Total
Asset		
Banking		
1-1000	P & C Main Account	21,904.32
1-1200	TeleSaver Account	111,842.93
Total Banking		133,747.25
Current Assets		
1-1801	Loan to Uniform Shop	5,000.00
Total Current Assets		5,000.00
Fixed Assets		
Total Fixed Assets		0.00
Total Asset		138,747.25
Liability		
Credit Card		
Total Credit Card		0.00
Current Liabilities		
2-1601	The Canteen Fund	4,016.20
Total Current Liabilities		4,016.20
Long Term Liabilities		
Total Long Term Liabilities		0.00
Total Liability		4,016.20
Net Assets		134,731.05
Equity		
Current Earnings		
3-1800	Current year earnings	32,464.41
Total Current Earnings		32,464.41
Retained Earnings		
3-1600	Retained earnings	60,523.88
Total Retained Earnings		60,523.88
3-9999	Historical balancing	41,742.76
Total Equity		134,731.05

Profit and loss

Floreat Park Primary School P & C

Accrual mode
01 Jan 2019 - 04 Nov 2019
ABN: 79221966715
Generated 04 Nov 2019

		Total
Income		
4-1207	2019 Voluntary Contributions	75,467.55
4-1602	2019 Infrastructure Levy	51,210.92
4-2400	2019 Art Bar - Fundraiser - Event & Raffle	22,957.98
4-2404	2019 Art Bar - Fundraiser - Art 4 Cards	2,143.50
4-2405	2019 Mother/Father Day Stalls - Social	-505.78
4-2407	Building Fund - Donations	250.00
4-2409	2019 Entertainment Books - Fundraiser	14.00
4-2411	2019 Bright Star Commissions - Fundraiser	181.07
4-2412	Scholastic Book Club - P&C Service	0.00
4-2413	2019 Athletics Carnival Cake Stall - Fundraiser	1,783.10
4-2417	2019 Election Day Cake Stall - Fundraiser	1,639.45
4-2604	2019 Movie Night - Social	163.00
4-2607	2019 Kindy & PP Fashion Night - Social	-52.26
4-2609	2019 School Banking Commission - Fundraiser	181.50
4-2612	2019 Inter Carnival Sizzle - Fundraiser	501.85
4-2613	2019 Banksia - School/P&C Service	15.00
Total Income		155,950.88
Less Cost of Sales		
Total Cost of Sales		0.00
Gross Profit		155,950.88
Less Expense		
6-1416	FR2 - Chaplaincy	4,100.00
6-1422	FR14 - PP Bike Track Trees	3,823.64
6-1423	Ribbons - Yearly Funding & Top up	3,091.00
6-1424	Outdoor Learning Playspace FR9	2,730.00
6-1425	FR10 - Cyber Safe Course	680.00
6-1427	FR12 - Basketball hoops	1,100.00
6-1428	FR11 - Front Garden Makeover	4,123.00
6-1429	FR16 - BER Path & Turf Rehab	6,328.50
6-1430	FR3c - Kindy Whiteboards	1,070.00
6-1431	FR15 - MICs	2,000.00
6-1432	FR3a - Kindy Garden Refurb	3,836.47
6-1802	FR8 - Library Equipment	2,616.44
6-2002	FR7 - Interactive touch screens	27,365.00
6-2600	Insurance	-42.00
6-3000	Internet	39.00
6-3600	MYOB Fees	270.00
6-4201	FR4 - STEM Resources	4,500.00
6-4400	WACSSO Fees	1,135.54
6-6602	Stay & Play - Social	250.29
6-6607	Laptop Leasing- Ongoing cost	30,309.43
6-6609	Email & Domain Fees	183.69
6-6611	FR5 - PE Equipment	3,227.27
6-6612	FR1 - 2018 Shade Sails in 2019	20,270.00
6-6613	2019 Fathering Project Fees - Social	400.00
6-6614	Class Rep Event - Social	159.11
9-1000	P&C Expenses	803.39
Total Expense		124,369.77
Operating Profit		31,581.11
Plus Other Income		
8-1200	Bank Interest income	883.30
Total Other Income		883.30
Less Other Expense		
Total Other Expense		0.00
Net Profit		32,464.41

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2019 High Level Forecast
Monday, 4 November 2019

Description	Amount	Commentary
2018 Savings remaining	\$ 12,534	
General Fund		
Opening Balance Voluntary Contributions 2018	\$ 12,329	
Voluntary Contributions 2019	\$ 75,468	
Less Running costs	-\$ 6,290	
Forecast additional running costs	-\$ 3,200	Banksia + Yr 6 Grad
Total Voluntary Contribution funds remaining	\$ 78,306	
Funding Requests		
Current expenditure	-\$ 37,675	
Forecast additional expenditure	-\$ 32,660	Screens and Parent Info course, Kindy shade sail repair
Total Funding requests	-\$ 70,335	
Balance after funding requests	\$ 7,971	
Infrastructure Fund		
2018 ICT Balance brought forward	\$ 18,474	
Infrastructure Levy Current Yr	\$ 51,211	
Total Infrastructure funds	\$ 69,685	
Laptop leasing	-\$ 59,674	
Forecast additional expenditure	-\$ 5,186	Lease costs
Total Infrastructure spend	-\$ 64,860	
Balance after Infrastructure spend	\$ 4,825	
Other Projects		
2018 Fundraising and Project Costs Balance brought forward	\$ 53,930	
Fundraising	\$ 29,022	
Total Project funds	\$ 82,952	
Other Projects	-\$ 20,730	
Forecast additional expenditure	-\$ 68,000	Art room, outdoor learning space
Total Project costs	-\$ 88,730	
Project funds remaining	-\$ 5,778	
Forecasted Funds remaining (excl other income)	\$ 19,552	
Other Income (Interest & Donations)	\$ 1,133	
2019 Forecast closing balance	\$ 20,685	
Check to current bank balance		
Current Bank balance	\$ 129,731	
Forecast additional expenditure	-\$ 109,046	See forecast above
Estimated closing balance	\$ 20,685	

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Revised Budget & Current Actuals

2019

Budget

	Income	Expenditure	Actuals	Variance
Opening bank balance	\$ 97,267			
relating to prior yr Voluntary Contributions to be spent in 2019	-\$ 12,329			
relating to prior yr Infrastructure Levy to be spent in 2019	-\$ 18,474			
relating to prior yr Fundraising Projects to be spent in 2019	-\$ 53,930			
Savings remaining	\$ 12,534			
Voluntary Contributions				
4-1207 Voluntary Contributions forecast Current Yr (Based on 614 students @ 85% recovery rate)	\$ 78,285		\$ 75,468	-\$ 2,817
2018 Cash Balance brought forward	\$ 12,329		\$ 12,329	\$ -
Recovery of Costs re: Canteen and Uniform Bookkeeper	\$ 3,850		\$ -	-\$ 3,850
	\$ 94,464		\$ 87,796	-\$ 6,667
Pre - Approved P&C Running Costs				
Bank charges		\$ -		\$ -
Banksia 2019		\$ 5,200	\$ -	\$ 5,200
Class Cooking (\$30/class)		\$ 780	\$ -	\$ 780
6-6614 Class Reps Coffee		\$ 150	\$ 159	-\$ 9
Banners		\$ -	\$ -	\$ -
Gardening Allowance		\$ 1,000	\$ -	\$ 1,000
Yr 6 Graduation 2019		\$ 2,000	\$ -	\$ 2,000
6-6602 Stay and Play		\$ 400	\$ 250	\$ 150
Sundowners		\$ 200	\$ -	\$ 200
Dropbox		\$ 50	\$ -	\$ 50
Safety House WWC Reimbursement		\$ 100	\$ -	\$ 100
6-2600 Insurance			-\$ 42	\$ 42
6-6609 Web hosting - domain name & email addresses		\$ 200	\$ 184	\$ 16
6-3000 Internet			\$ 39	-\$ 39
6-3600 MYOB Essentials		\$ 350	\$ 270	\$ 80
6-4400 WACSSO		\$ 1,200	\$ 1,136	\$ 64
9-1000 Other P & C Expenses		\$ 1,500	\$ 803	\$ 697
6-6613 2019 Fathering Project Fees - Social		\$ -	\$ 400	-\$ 400
Bookkeeper (\$35 x 10hrs per mth x 11mths)		\$ 3,850	\$ -	\$ 3,850
6-1423 School Trophies and Ribbons (28/03/19)		\$ 2,000	\$ 3,091	-\$ 1,091
Type B Traffic Warden (Starting Term 2: 1.5hours * \$25 * 29 wks * 5 days/wk)		0	\$ -	\$ -
	\$ 18,980		\$ 6,290	\$ 12,690
Subtotal of funds remaining before funding requests approval	\$ 75,484		\$ 81,506	\$ 6,023
FUNDING REQUESTS				
6-6612 Request 1: Shade Sail top up (\$1980)		\$ 1,980	\$ 2,270	-\$ 290
6-1416 Request 2: Chaplaincy		\$ 4,100	\$ 4,100	\$ -
6-1432 Request 3a: Kindy Shade Sails - Garden Refurb		\$ 9,000	\$ 3,836	\$ 5,164
Request 3b Kindy Raised Vege garden		\$ 1,000	\$ -	\$ 1,000
6-1430 Request 3c: Kindy WhiteBoards		\$ -	\$ 1,070	-\$ 1,070
6-4201 Request 4: Stem - robots, booster packs		\$ 4,500	\$ 4,500	\$ -
6-6611 Request 5: PE Equipment - PA & Winners Dias		\$ 3,300	\$ 3,227	\$ 73
Request 6: Music Room Upgrade - Delayed to 2020 - funds reallocated to FR18		\$ -	\$ -	\$ -
6-1802 Request 8: Library Equipment		\$ 3,205	\$ 2,616	\$ 589
6-1425 Request 10: Parent information session		\$ 2,040	\$ 680	\$ 1,360
6-1428 Request 11: Front Garden Makeover		\$ 5,000	\$ 4,123	\$ 877
6-1427 Request 12: Basketball hoop height adjustment		\$ 1,200	\$ 1,100	\$ 100
6-1422 Request 14: PP Bike Track Trees		\$ 3,000	\$ 3,824	-\$ 824
6-1429 Request 16: BER Building path 22/08		\$ 4,000	\$ 6,329	-\$ 2,329
Request 17: Remainder of Interactive Touch Screens		\$ 30,000	\$ -	\$ 30,000
Total Funding Requests		\$ 72,325	\$ 37,675	\$ 34,650
Total Voluntary Contribution funds remaining	\$ 3,159		\$ 43,831	

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INFRASTRUCTURE LEVY

2018 ICT Balance brought forward	\$ 18,474	\$ 18,474	\$ -
4-1602 Infrastructure Levy Current Yr (Based on 614 students @ 85% recovery rate)	\$ 52,190	\$ 51,211	-\$ 979
<i>Available funds for Infrastructure Initiatives</i>	\$ 70,664	\$ 69,685	-\$ 979

ICT Projects as follows

6-6607 Laptop leasing	\$ 34,860	\$ 30,309	\$ 4,551
6-2002 Request 7: Interactive touch screens proposal - available funds	\$ 30,000	\$ 27,365	\$ 2,635
6-1431 Request 15: AV Mics 22/08		\$ 2,000	-\$ 2,000
Total Infrastructure spend	\$ 64,860	\$ 59,674	\$ 5,186

Infrastructure Funds remaining (contingency for 2020 leasing)	\$ 5,804	\$ 10,011	\$ 4,207
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FUNDRAISING AND OTHER PROJECT COSTS

2018 Fundraising and Project Costs Balance brought forward	\$ 53,930	\$ 53,930	
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2019 Fundraising Events (net profits)

4-2604 Movie Night	\$ 400 received	\$ 163	-\$ 237
4-2400 Major Fundraiser - Art Bar - net profit still to be finalised	\$ 20,000 received	\$ 22,958	\$ 2,958
4-2409 Entertainment Book	\$ 2,800 ongoing	\$ 14	-\$ 2,786
4-2405 Mothers Day/Fathers Day Stall	\$ 400 received	-\$ 506	-\$ 906
4-2417 Election Day Stall	\$ 500 received	\$ 1,639	\$ 1,139
City to Surf (sausage sizzle and largest team)	\$ 1,000 n/a	\$ -	-\$ 1,000
4-2413 Cake Stall Athletics Carnival	\$ 2,100 received	\$ 1,783	-\$ 317
4-2404 Art for Cards	\$ 7,000 received	\$ 2,144	-\$ 4,857
4-2411 Bright Stars - label fundraiser	received	\$ 181	\$ 181
4-2607 Kindy & PP fashion nights - social	spent	-\$ 52	-\$ 52
4-2609 School Banking	received	\$ 182	\$ 182
4-2612 Inter School Sausage Sizzle	received	\$ 502	\$ 502
4-2613 2019 Banksia - School/P&C Service		\$ 15	\$ 15
2019 Fundraising	\$ 34,200	\$ 29,022	-\$ 5,178
Subtotal funds raised	\$ 88,130	\$ 82,952	-\$ 5,178

Other Projects:

Shade sails 2018	\$ 18,000	\$ 18,000	\$ -
6-1424 Funding Request 9: Outdoor Learning Playspace	\$ 65,000	\$ 2,730	\$ 62,270
Funding Request 13: Art Courtyard (Art Bar contribution)	\$ 5,000	0	\$ 5,000
	\$ 88,000	\$ 20,730	\$ 67,270

Total Fundraising remaining:	\$ 130	\$ 62,222	\$ 62,092
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Other Income

8-1200 Interest	\$ 1,000	\$ 883	-\$ 117
Distributions from Canteen	\$ -	\$ -	
4-2407 Grants & Donations	\$ 150	\$ 250	\$ 100
	\$ 1,150	\$ -	\$ 1,133
			-\$ 17

Closing balance	\$ 22,776	\$ 129,731	
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6.1 Principal's Report: Jane Rowlands

Action from last meeting

- Mark and I attended Food Service Traffic Light Training
- Funding requests have been actioned.

2019 Reflections

I am in the privileged position of being able to contribute at a system level to inform and guide improvement in government schools. This includes assisting Directors within the Department conduct school reviews. As you would imagine, visiting other schools is a wonderful opportunity for learning but also to reflect on what we offer at Floreat.

I can assure you that Floreat is in a very good place. We have a team of skilled, dedicated and professional teachers, education assistants, office staff, cleaners and gardener who are committed to working together to provide the best possible primary school experience for every child.

We have strong governance in terms of a P&C (and Board) who share that purpose. Moreover, our P&C actively and visibly supports and assists drive the changes that will benefit all our students; better play spaces, improved access to technology, ground and classroom enhancements, Class rep activities, 'Stay and Plays', 'Busy Bees' to name but a few.

On behalf of the school, I thank Pen, Kristy and the Executive for leading a highly effective parent body. The positive, open and transparent nature of our partnership with the P&C, guarantees that your children will access a safe and stimulating learning environment and grow within a caring community.

2019 was a highly successful year. 2020, the last year of our business plan 'Inspiring students', will provide opportunities to realise the direction we set during 2017 and together, shape the next 3 years.

I am truly grateful to you all for your support.

Organisational chart

Term 4 changes:

- Fiona Farley has increased to two days a week one day a week to work as part of the Student Services Team supporting the implementation of student documented plans in classrooms and the second alongside Penelope Hickman in Year 2.
- Yasmin Kopij is supporting students in Pre-primary and Year 1.
- Dani Delcanho has taken over support provision in Year 4 from Emily Eldridge.
- Education Assistant Nikki Ryper in PPD has been replaced by Amy Yarrow and Keisha Hutcheson for the term.

Buildings, grounds and infrastructure

The importance of strong school governance is evident through the school, P&C and Board working in unison towards the same vision that ultimately benefits our students. Two examples of this are:

- The school being in a position to support the P&C in realising the completion of the outdoor learning area project in one stage, it has been agreed to co-fund the project adding approximately \$37 000 of school funds to ensure its completion. Thanks to Mark Walters, Pen Melis and Kim Latham for their input.
- The flexibility of the P&C to accommodate a \$14 000 saving in completing classroom installation of 7 interactive boards by the short-term redirection of money from the music room upgrade (\$30 000); the school contributed \$8 000. The boards have been installed and students in the seven rooms are benefitting from access to improved technology.

We have had 2 meetings with Programmed to design the music room and are awaiting a quote. Good news in that we have negotiated with the Department that they will fund the new carpet. However, realistically we cannot expect this to commence until at least the holidays.

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It is important to note that the Department has a large -scale school upgrade program which will lock up many companies on the CUA in the short term. As part of this program ceilings in the major corridors are being replaced.

Many thanks to the P&C for the concrete pathway and grass surrounds outside the BER building and for the Canteen area refresh which both look fantastic.

QKR to commence in 2020

Alongside the P&C, Sue Morgan, Tiana Litterick and Bridget Parker have been researching and designing an implementation program for QKR :

Next year we will be introducing the Qkr app as our preferred online payment system for parents to pay for excursions, in school activities, contributions and charges etc. Qkr! pronounced 'quicker' is a convenient and secure system for paying for events. Qkr! is a Mastercard product and comes with all of their security.

Qkr can be used on smartphones, ipads, tablets, laptops and desktop computers.

Qkr assists our school community by:

- *Saving time allowing parents/guardians to pay for school activities at any time of the day or night, every day of the year;*
- *Reducing the need for students to bring cash to school;*
- *Reducing the need for parents to visit the school office to pay via EFTPOS;*
- *Reducing paper consumption;*
- *Reducing the time school staff, both teaching and non-teaching spend on administrative tasks related to other modes of payment.*

Floreat Dads Collective

Congratulations to Alex, the P&C for endorsing this initiative as a sub-committee and all concerned in supporting it. As a new principal into the Fathering Project, I have been invited to a 'think tank' meeting Monday evening 4 November so will be able to provide verbal feedback on anything of note at the meeting.

Planning for 2020

Enrolments (as of 24 .10.19)

Year	K	PP	1	2	3	4	5	6	Total
2019	77	63	84	75	79	90	82	64	614
2020	73	63	65	89	76	79	85	82	612

Current enrolments, and large numbers in some year groups, indicate in 2020 we will have 4 Kindergarten groups and 22 classes on the Chandler Ave campus, one more than this year. Please note that any decisions around classes may change if enrolment numbers increase or decrease.

In line with Department policy and excluding 3 kindergarten enrolments, all new enrolments come from within our boundary or have signed statutory declarations that there is reason for them to be living outside our boundary on a short term basis e.g. building a house. As kindergarten is not a compulsory year of schooling, our strategy is to accept all in boundary enrolments, quarantine up to 4 places for families who move into the area next year, and offer the remaining places to out of boundary students on the understanding that they will not be offered a place in pre-primary. We need to do this so we can accept all in boundary students thus providing a kindergarten to Year 6 experience at Floreat and viably run 4 groups to maximise our students centred funding opportunities.

We are therefore not seeing the enrolment growth that was projected 3 years ago (700 students by 2020).

Our Term 4 Year level meetings for parents, will be publicised soon. This is an opportunity for us to inform parents of class structures for 2020, some of the key initiatives we have planned and highlight what will be different for their child when they move up a grade. We also take the opportunity to ask parents 'what worked well' this year and an 'even better if' as this assists us in our planning. It is also an opportunity for me to promote the P&Cs operations and the important role they play.

Thank you for an amazing year!

General Meeting Agenda

Date: Tuesday 12/11/2019

Time: 7:00 – 8:30 pm

Venue: School Library, Chandler Avenue

Floreat Park Primary School
P&C Association



6.2 Events Report: Jenni Wilding

Events & Fundraising:

It's been a busy year for events and fundraising I firstly wanted to thank all the parents and volunteers who had put their hands up to help on different events & fundraising through the year making my role a lot easier to manage.

- Movie night term 1 and welcome sundowner.
- Art bar which was our primary fundraiser for the year
- Kindy and PP fashion night
- Election Day and School sport carnival bake sale
- Bright star labels promo continues
- Mother and Father's Day stalls
- Art for cards
- Stay and plays

Faction Carnival Bake Sale: \$1 783.10 was raised by the bake sale - big thank you to everyone who volunteered their time on the day and who provided the delicious baked goods. \$100 was donated by Billiecart Coffee for commission for coffees sold at the Faction Carnival and the Inter school jumps/throws day.

Inter school Carnival Sausage sizzle:

\$500 was raised after selling approx. 160 sausages. Difficult to estimate numbers for the day as parental attendance varies each carnival, so this is a tricky fundraiser to estimate numbers for. Big thank you to Alex Bertram and Chris Torrissi for coordinating as part of Fathering project

Events that are happening in the near future are:

- Melbourne Cup Event
- Golf Tournament to be held on December 8th a good end to the school year for the kiddies, as part of the Fathering Project
- We have the coz app too that I have still been trying to get up and running with the founder joe.

6.3 Class Rep Update: Adrian Taylor

As the class rep co-ordinator, my primary role has been to try to facilitate effective communications with the class reps during the year. They have been very helpful and efficient with this process and it has been a pleasure working with them. However, the role has been a little frustrating given the capabilities of the FPPS P&C email system which limits the number of recipients for any particular email. It would be helpful to have this fixed. There has also been confusion at times around the duplication via Connect and also email, of certain communications. I would like to commend and thank the P&C for the excellent work which has been undertaken this year, with special thanks to Pen.

6.4 Executive: David Graieg

The footpath work was completed by Allwest concrete over the holidays for \$3993. SNR concrete who were cheaper pulled out at the last minute stating they were too busy to do the job over the holidays. The overall project cost is outlined in the financials.

Fathering project yearly fee of \$400 was paid by the school (this covers mainly the yearly dads talk, but also lets us use their website and I think we get a few free t-shirts)

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6.5 Grounds: Luke McCarter

It's been a rewarding year with many great projects achieved throughout the School and Kindy grounds such as:

- Advanced shade trees being installed in Pre-Primary Play area
- Front entry garden clean -up, make over and sculpture installation all achieved with volunteer help from kids and parents
- Kindy Busy Bee with installation of advanced shade tree, veggie planters and garden beds for the kids. Again, all achieved with volunteer help from kids and parents
- BER Concrete access path and new turf installation completed during the holidays just prior to school commencing for term 4

We are pleased to have been able to make these improvements within the year and are looking forward to continuing the good work next year.

6.6 Communications: Liz Lockett – verbal update

7.1 Canteen Report: Bec O'Brien

Term 3 dates

- Pre-Primary students will be welcome to come to the counter at the canteen at lunchtimes (not recess) from week 9 onwards.
- Package Free Friday – 29 November (week 7)
- Melbourne Cup– **Tuesday 5 November – CANTEEN WILL BE CLOSED ALL DAY**

Catering

The canteen will cater for a morning tea for music groups visiting from other schools on Friday 8/11

Menu

Our menu has changed for term 4 and the daily specials are:

- Monday – pizza
- Tuesday –yummy drummies
- Wednesday - sushi
- Thursday –baked potatoes
- Friday – pies and sausage rolls

All lunchtime food must be ordered in advance via the online ordering system at www.quickcliq.com.au

A variety of food is available at recess over the counter for cash.

Assessment

Last Friday we were inspected by Town of Cambridge for a "Food Premises Assessment Report" and received a good report.

Staff

We welcome Angela Sturdy to The Canteen as a canteen coordinator. Angela has children in year 1 and year 2 and she will be in the canteen on Mondays, Tuesdays and every second Friday. Angela will share the role of canteen coordinator with Lucy Stone.

Karen Wilson will now assist Angela and Lucy every day as Canteen Manager to enable The Canteen to operate smoothly to service our school community effectively.

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Canteen Refresh and Equipment Upgrade

We are enjoying our fresh new surrounds following painting of the walls in the holidays. We are looking into installing a splash back to protect the walls near the sink.

Thank you to the P&C for upgrading the fridge, freezer and oven last term.

Recognition and Thanks

Thank you to John Wilson for spending many hours in The Canteen over the last few weeks - clearing the walls for painting and re-installing shelving and storage afterwards, as well as taking the time to upgrade our laptop to make it more efficient.

Thank you to Tony Schlitzka for helping us with a smile whenever we need something done.

Thank you to Karen and Lucy for going the extra mile all the time to make The Canteen a successful business and a happy place to be.

Thank you to all our volunteers throughout 2019, we are very grateful for your support.

Financials to follow

6.2 Uniform: Louise Pheland

Samples sent from various suppliers for alternative to school polo, currently reviewing.

The shop will be phasing out the current skirts and dresses.

Kindy letters have been sent for PP in 2020 regarding dress policy and purchasing options. Sample rack of the uniform held at Kindy w/c 4/11 so parents can view and order online.

Request for Shop to be repainted before the beginning of Term 1 next year.

Looking for Volunteers in 2020, a request has been sent out on Connect



The Uniform Shop

Uniforms that inspire respect

7.3 Floreat Dads – Alex Bertram - verbal update

- Acceptance of Terms of Reference
- Camping
- Minigolf Day



7.4 Book Club, Safety House & Sustainability – verbal update

8.0 Other Matters