

Floreat Park Primary School P&C Association Meeting Minutes



Meeting Details

Meeting Date	4 th August 2015
Meeting Commenced	7.32pm
Meeting Concluded	9.10pm
Venue	School Library
Present	Katie McLeod, Amy Toohey, Bec O'Brien, Fiona Hyland, Karen Wilson, Keira Bury, Monique Jenner, Gary Jenner, Karina Wong, Georgette Wood, Louise Birbeck, Fran Cockerill, Michael McInerheny, Amanda Ritchie, Libby Hamilton, Mel Pexton, Narelle Headley, Kim Batina, Grant Taylor
Apologies	Penelope Hickman, Lynette Diaz, Tony Perrin, Astrid Bauwens
Next Meeting Date	8 th September 2015

Meeting Minutes

2.0 Minutes from Previous Meeting

2.1 Present minutes	Presented
2.2 Accept minutes	Motion proposed to accept the minutes of the general meeting held on 9 th May 2015 was seconded and carried unanimously
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	Nil Further Comment on Report
3.2 Treasurers Report	Nil Further Comment on Report

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4.0 Sub-committee Reports

4.1 Early Learning Centre	Air conditioning – Final Costs for Air conditioning - \$6065 plus GST for upgrade of power source. \$9000 plus GST for air conditioners. Mr. McInerheney applied to Education Department to pay for upgrade. Awaiting outcome before proceeding. ELC scheduled another meeting on 31 st August to update their PP and Kindy parents on this matter.
4.2 Social and Fundraising	Decision has been made to postpone the Fundraiser – Pop Up Bar till 2016. Our aim is to have the 2016 calendar out to the FPPS Parents by the end of the year. Term 3 Calendar is as follows: <ul style="list-style-type: none"> • 30th August – City to Surf • 4th September – Fathers Day Stall • 2nd September – Cake Stall at School Carnival • 11th September – Lapathon • 25th September Childhood Cancer Morning tea
4.3 Canteen	Discussions on the canteen going Online. Report below. Motion: The Canteen to Trial a 1 month period of Online Canteen Orders in week 5 of this term. If all goes well, the Canteen to continue online. All in Favor and seconded. Canteen having a Fundraiser later this term selling Bulk Alfoil/Glad wrap/Baking Paper. More details to follow via emails and Enewsletter.
4.4 Book Club	Nil Further Comments on Report
4.5 Uniform	Nil Further Comments on Report
4.6 Garden	Nil Discussions
4.7 Grounds	Nil Further Comments on Report
4.8 Art, Cards and Calendars	After much discussion it has been decided that the Art, Cards and Calendars will go ahead. Student's artwork will be photographed (By Grant Taylor) and sent off to "Crazy Camels" the Art cards/Calendar Supplier. Toni and Astrid to meet with Mr. McInerheney to discuss how to coordinate the art from each class.
4.9 Safety House	Nil Further Comment on Report

5.0 Principals Report

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5.1 Principals Report

- Computers: Mr. McInerheney has arranged for an IT contractor to come in on a fortnightly basis to assist with ongoing problems with the network and other IT issues.
- Website: The School Business Plan has now been loaded onto the website. The school aims to update the website is weekly. Mr. McInerheney, Lechelle Ruscoe and Awena have all received web training.
- Classroom Ceilings – Rooms 7,8,9 &10 to be upgraded. 4 days is needed for work to be complete. Dates set. Weekend of 22-23 August for first two, weekend of 29-30 August for other.
- Painting of the Classrooms –Rod Cohen actively pursuing Busy Bees to Paint the Classrooms. Discussions to continue at next meeting. Estimated cost to paint all classrooms - \$150,000.
- School App: Mr. McInerheney keen to trial a new school App. This is a powerful tool to keep parents informed and streamline school communications. It will be trialed with a select group planned for rest of term 3 with potential rollout Term 4.

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6.0 Other Matters Raised for Discussion

6.1 Traffic Update	<p>Counting of traffic/children crossing the road is now complete. Counting indicates that we may not meet the criteria to fall into Category A, but should meet Category B.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. Lynette Diaz to submit application form and await outcome (This means a traffic warden, either a volunteer or someone paid for by the school). 2. Action from School & P&C to make areas near school safer for our children to cross the roads safely. This will include signage highlighting No Parking/Stopping areas. Reducing parking close to main crossing areas. <p>Discussions on water pooling in Car park. L. Diaz has emailed Town of Council regarding this matter. The outcome " The Town will survey and then design some options for consideration in future budgets if the scale of works is more than a few minor changes."</p> <p>Many thanks to Lynette Dias for her tireless work on this matter.</p>
6.2 Skyline Update	<p>Committee is needed to assist in making the Skyline Project a reality. Only a few volunteers have come forward so far. Anyone interested to email Kim Batina - kimb@precisebusiness.com.au</p> <p>Action:</p> <ul style="list-style-type: none"> • Expand Committee • Obtain quotes
6.4 Wish List Update	<p>Mr. McInerheney actively reviewing wish list. Updates will occur at time of spending.</p>
General Business: Trybooking	<p>After the purchase of sausage sizzle/DVD Edudance, a handful of FPPS parents had their credit card "Hacked". P&C have contacted Trybooking, who have conveyed that with the way information is encrypted and stored; it is very unlikely to be from Trybooking. They suggested any concerned individuals discuss the issue with their banks. P&C happy feel they have undertaken due diligence and will continue to use try booking when needed.</p>

SNACK SHACK

Report Details

Floreat Park Primary School P&C Association



Date	3 RD August 2015
Prepared By	Fran Cockerill and Lana Gibson

Proposal: Our On-line Canteen System

- Approval for the introduction of an on-line ordering system for the canteen called Our Online Canteen

Introduction

- This system is used by several schools in WA, in particular, John xxiii, Wembley Primary, Churchlands among others;
- It is a user friendly system for both front and back end – Fran Cockerill has used the system as a parent to place orders and been shown the back-end by the John xxiii canteen;
- The fee, a commission on sales, allows access to the system via the internet and is fully supported by the company i.e. we are not buying software but a fully supported on-line service with a dedicated account manager;
- The cut-off for lunch orders is set at our discretion and could be as late as 9am;

Pros and Cons

PROS	CONS
Fully supported by a dedicated account manager with SLAs in place – all late orders and non-placed orders are sorted by them and not canteen staff	Fee payable – 2.97% of orders placed on-line
Alleged average of 35% increase in profits for schools using the system	
Greater flexibility for growing number of working parents – orders can be placed for weeks in advance	Children will not be writing out their own lunch orders
Commission can be lowered by using uniform shop, stationary modules and events organizer to 1.87%	Access to the internet and printer required – suggest use Ipad and gain access to printer at the school
Financials produced and stock control reporting among other reports	
Menu is on-line and can be colour coded.	
No start-up cost and one month free trial.	
Parents can pay by credit card or direct debit into their our online canteen account	

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System is approved by the Dept. of Education

Sales proceeds are paid into our nominated bank account once a week – reduce cash handling in the Snack Shack

Requirements

- Access to the internet;
- Printer;
- Labels – available from the service provider \$39.50 for 2400 labels – compatible with any printer;
- Fee – 2.97% of orders placed online