



# Meeting Minutes

## Meeting Details

<b>Meeting Date</b>	Tuesday 14 <sup>th</sup> June 2016
<b>Meeting Commenced</b>	7.35pm
<b>Meeting Concluded</b>	9.15pm
<b>Venue</b>	School library
<b>Present</b>	Kim Latham, Catherine Johnson, Michal Haswell, Mel Pexton, Kim Batina, Fiona Hyland, Vic Strang, Sue Park, Louise Birbeck, Michael McInerheney, Katie McLeod, Chandie Greatwood
<b>Apologies</b>	Claire Shoebridge, Kate Watson, Bec O'Brien, Emma Smetana, Lynette Dias
<b>Next Meeting Date</b>	2 <sup>nd</sup> August 2016

## 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 Tuesday 10 <sup>th</sup> May 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	<p>Mel Pexton thanked volunteers, specifically, canteen staff and volunteers for the cake stall and milk bar, Fiona Hyland, Karen Wilson, Angela Churchin, Kim Latham, Emma and Stuart Fuller. Mel Pexton noted the success of today's lapathon</p> <p>Katie McLeod to write a review of the lapathon for next year's coordinator, general comments included:</p> <ul style="list-style-type: none"> <li>• Need a permit from the council to use the oval, pre-book</li> <li>• Teachers to have a tag to run</li> <li>• Will need a new coordinator</li> </ul>
3.2 Treasurers Report	Katie McLeod advised that the school provided the P&C with updated figures this week taking voluntary contributions up to



	<p>87%, which is great given that the P&amp;C had budgeted to receive 88% this year.</p> <p>General discussion regarding teachers getting used to using the wishlist and the general process between when an item is approved on the wishlist and when the item is paid for, which has quite a few steps and therefore takes some time.</p> <p>Kim Latham suggested a discount per subsequent child as a way of collecting more of the voluntary contributions, similar to what private schools do if there was evidence to suggest that this would increase the contribution rate.</p> <p>Katie McLeod advised that she had further streamlined the financial statements so that the budget v actual is clearly identified and there is a system for including approved wishlist items as they are purchased.</p>
3.3 Wishlist	<p>Michael McInerheney advised that although 6 ipads were approved for the kindy at the last wishlist round of approvals, they only actually required 2, which means the difference in funds will become available to spend again.</p> <p>Michael McInerheney clarified the recent press release regarding technology grants from the government and confirmed that as Floreat had already had \$5000, in two parts. The article was related to money already given to schools.</p> <p>Michael McInerheney confirmed he would present an updated wishlist at the next P&amp;C meeting (meeting 5) for the P&amp;C to consider and approve.</p>

## 4.0 Sub-committee Reports

4.1 Fundraising	<p>The P&amp;C agreed to take the following action regarding Design-a-Brick as a way to potentially increase sales:</p> <ul style="list-style-type: none"> <li>• Ask the school if there is a past student database that we may be able to access to promote design a brick</li> <li>• Develop a flyer to promote design a brick to local businesses (Cat Johnson to action)</li> <li>• Extend the offer until the end of term 3</li> <li>• Request editorial in The Post for design a brick (Cat Johnson to action)</li> </ul> <p>Fiona Hyland advised the P&amp;C that 176 entertainment books had been sold with revenue of approximately \$2,500. There are still 24 books to be returned so hopefully sales will end up slightly higher than 176. Fiona advised that it was a lot of work and that there should be two coordinators organizing it next year.</p> <p>General discussion regarding edundance and the fact that there may be too much content to fit on one disk. Options floated included a USB (which has a relatively high per unit cost and therefore would not be an effective fundraiser) versus two DVDs. There will be a communication to the school advising that</p>
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# Floreat Park Primary School P&C Association



	<p>depending on the size of the content an alternative storage method may be chosen.</p> <p>It was agreed and confirmed that storing the content on the school website for download was not a viable option.</p>
4.2 Canteen	<p>Chandie Greatwood spoke to the report and advised that they were currently researching dishwasher options as had the funds to purchase one.</p> <p>Mel Pexton again gave thanks to the canteen staff and volunteers for the fantastic cake stall and milk bar.</p>
4.3 Book Club	<p>The current book club issue closes this Friday. The school still has approximately \$3,000 worth of credit to spend on reading and literacy products</p>
4.4 Uniform	<p>Louise Birbeck confirmed that the uniform shop wanted to continue using MYOB and was willing to forego their credit card machine.</p> <p>Katie Mcleod confirmed that MYOB would be \$25/month (down from a proposed \$97/month) making it a viable option for the uniform shop.</p> <p>A motion was proposed and approved to write off \$3307.80 of stock with the potential to write off further amounts later this year. Written off stock includes larger sized faction tshirts that will be offered at a discount rate to teachers and parents.</p> <p>Louise Birbeck confirmed they had been researching new bags and needed the school logo in high res to print on 20 physio approved bags that they want to trial. There is a sample of the new bag in the uniform shop.</p> <p>Michael McInerheney advised he would look into getting a high res copy of the logo</p>
4.5 Grounds	<p>General discussion regarding sourcing bike racks for the pre-primary area. Kim Latham, Cat Johnson and Michael McInerheney to continue looking for more cost effective quotes. Michael McInerheney re-iterated that children should be in their classrooms from 8.30am and should not be playing outside unsupervised before the bell in the morning.</p> <p>Kim Latham asked if a reminder could be sent to parents not to park in the teachers parking bays.</p>

## 5.0 Principals Report

5.1 Principals Report	<p>Michael McInerheney spoke to the principal's report and confirmed federal money had been approved for a 4 classroom early childhood building which would replace the 3 (soon to be 4) current demountables.</p> <p>Michael McInerheney confirmed the school board was working towards producing a master plan for the school.</p>
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## 6.0 Other Matters Raised for Discussion

6.1 Traffic management	Michael McInerheney confirmed the school was responsible for paying for and recruiting a paid crosswalk person. Mel Pexton advised that Lynette Dias should be kept informed of this update.
6.2 School Banking	<p>Fiona Hyland talked about the opportunity to initiate school banking at the school. There was general consensus that this was a good idea, however at this stage there is not a coordinator to run it. Fiona confirmed the program would need one coordinator plus several helpers as the banking would occur weekly and requires regular data entry and cash management by the coordinator, approx. 1.5hrs to 2hrs per week. There is the option to have two coordinators rotating fortnightly to share the workload. Yr 6 students could also act as helpers during banking mornings.</p> <p>Next steps are to communicate the opportunity again, calling for a coordinator/s via the class reps and FB. An alternative option is to make it a committee role for the P&amp;C next year and delay launching the baking program until 2017.</p>

## 7.0 Correspondence

7.1 Item 1	School banking from Commonwealth Bank
7.2 Item 2	Thank you card from the Bult family
7.3 Item 3	Various fathers day fundraising flyers



# President's Report

**Mel Pexton**

**FPPS P&C President**

[Return to agenda](#)



# Book Club Report

Scholastic Book Club Committee  
Sophie Sargent - 0407 555 743

[Return to agenda](#)

# Social and Fundraising Report

[Return to agenda](#)