

## Term 3 Meeting Minutes

FLOREAT PARK  
PRIMARY SCHOOL



**Date:** Tuesday 23<sup>rd</sup> August 2022

**Time:** 7.00pm to 8:30pm

**Venue:** Floreat Park Primary School - Kindergarten, Birkdale St  
And Teams virtual call

ITEM	TIME	TOPIC	REPRESENTATIVE
<b>1</b>	<b>7.00PM</b>	<b>WELCOME</b>	
1.1		Open meeting & Acknowledgement of country	Terry Lu
1.2		Motion for Meeting minutes Term 2 2022	Terry Lu
1.3		Motion for Executive Meeting Minutes	Terry Lu
<b>2</b>	<b>7.15PM</b>	<b>CONFIRMATION OF ROLES</b>	
2.1		Other Duties – Sustainability	Terry Lu
2.2		Outstanding - Grounds	Terry Lu
2.3		Outstanding - Communications	Terry Lu
2.4		Uniform Shop	Terry Lu
2.5		Class Rep Co-ordinator	Terry Lu
<b>3</b>	<b>7.25PM</b>	<b>OFFICE BEARER REPORTS</b>	
3.1		President & Vice President	Terry Lu
3.2		Treasurer	Fiona Chen
<b>4</b>	<b>7.40PM</b>	<b>EXECUTIVE REPORTS</b>	
4.1		Principal	Jane Rowlands
4.2		Events & Fundraising	Jenni Wilding
4.3		Communications	Terry Lu
4.4		Class Representative	Betty Zhai
<b>5</b>	<b>7.55PM</b>	<b>COMMITTEE REPORTS</b>	
5.1		Canteen	Sarah Oliver
5.2		Uniform Shop	Deb Angelatos
5.3		Safety House	Anna Leshchinskaya
5.4		Sustainability	Ebony Frost
5.5		Floreat Dads	Philip Anderson
5.6		Book Club	Tracey Daley
5.7		Book Fair	Kerrie Chapman
<b>6</b>	<b>8.10PM</b>	<b>OTHER MATTERS</b>	
6.1		Basketball courts	
6.2		Walking Bus	

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## MEMBER ATTENDEES:

Terry Lu, David Graieg, Fiona Chen, Grace Rooks, Deb Angelatos, Kerrie Chapman, Ebony Frost, Tracey Daley, Sharon Potts, Julie Murphy, Aamnah Umar, Jane Rowlands

## OTHER ATTENDEES:

Matthew Wright, Sarah Oliver,

Andrew Walker

## APOLOGIES:

Betty Zhai, Jenni Wilding, Philip Anderson, Anna Leshchinskaya

## WELCOME

### 1.1

The Floreat Park Primary School P&C Term 3 meeting was opened at 7PM. President Terry Lu welcomed members and offered an Acknowledgement of Country to the traditional owners of the land.

Members were able to attend in person or virtually via Teams.

Terry thanked members for attending especially after a long day at the Sports Carnival.

**1.2 Motion (TL):** That the Minutes from the Term 2 meeting held on 2<sup>nd</sup> June 2022 be accepted as true and correct (ANNEXURE A). **Passed**

**1.3 Motion (TL):** That the Minutes from the Executive Meeting held on 29<sup>th</sup> July 2022 be adopted (ANNEXURE B) – Approval of Science Week Yr4 Mosaic. **Passed**

## CONFIRMATION OF ROLES

**2.1 Motion (TL):** That Ebony Frost be appointed for Sustainability. **Passed**

**2.2** Grounds role still needs to be filled

**2.3** Members noted Communications role still needs to be filled. Terry Lu thanked Jenni Wilding for assisting with communications for P&C events.

**2.4** Terry Lu thanked Deb Angelatos for her work with the uniform shop, noting that Deb will be stepping down this year. The P&C would welcome any expressions of interest for this role.

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**2.5** Terry Lu thanked Betty Zhai for her work as the class representative co-ordinator, noting that Betty will be stepping down at the end of the year. The P&C would welcome any expressions of interest for this role.

### OFFICE BEARER REPORT

**3.1** Members noted President's report provided by Terry Lu.

#### P&C Levies

- The P&C relies on three sources of income;
- Infrastructure Levy (\$102) – priorities relating to improving the school infrastructure, recent purchases include interactive whiteboards, flexible furniture, STEM equipment, Music Room refurbishment & laptop leases.
- General levy (\$152) – targeted initiatives from the school or P&C which directly impact the students, recent purchases include sport marquees, flag poles, musical instruments, bike racks & outdoor learning area furniture.
- Fundraising – a variety of events are held throughout the year to raise money for a P&C Project, recent purchases include the playground
- There are still opportunities for funding requests to be fulfilled. Parents are encouraged to consider paying their levies if they have not done so already.

#### P&C Events & Fundraising 2022

- Thanks to Jenni the events coordinator.
- Major fundraising event Bingo was held Friday Aug 19th at Cambridge bowling club
- Raised over \$7K (ticket sales, sponsorship, and silent auction that was made available to the whole school)
- Tickets sold out in record time so possible to do again as there is interest

**3.1.1 Motion (TL):** Propose a motion that the year 6 graduation celebratory event (Term 4) be a P&C event for 2022 and covered under the P&C Liability insurance. **Passed**

Please note, funds for the event are already approved in budget.

**3.2** Members noted Treasurer's report (ANNEXURE D). Key items to note:

#### 2022 Budget

The 2022 budget is based on 604 students count and 85% levy recovery rate, this target was retained, in line with previous years. The major expenditure of 2022 budget is the nature playground with an approved initiative of \$80,000, and a potential of increased building cost and more funding required.

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### Contribution and Fundraising

As at 18 August 2022, P&C has received 56% infrastructure levy and 52% general levy of budget amount, 20% and 23% less respectively compare to same time last year. Election Day sausage sizzle and bake sale successfully raised \$2,055, and clothes pegs sale raised \$552 towards the new recycling station.

See Annexure D for

- Treasurer's Report
- Budget vs Actual
- Profit and Loss Report
- Balance Sheet Report
- Canteen Profit and Loss Report

**ACTION 1:** Additional details for FR13\_21 (Grounds Improvements) and FR17\_21 (Kindy refurbishments) requested for these carried over items – Terry Lu

### EXECUTIVE REPORT

#### 4.1 Members noted Principal's Report (ANNEXURE E)

Key points to note

- **Enrolments** 2023 sees a drop in enrolments at the lower end of the school. This will likely result in one less class in 2023
- **Absentees** Student and staff continue to be impacted by COVID-19 and other illnesses. This has an impact on workload and wellbeing. The school has prioritised business planning and focus on strategies that directly impact on student learning
- **Equity, Diversity and Inclusivity (EDI)** We know that when families and their children feel included, respected and valued, wellbeing flourishes leading to improved social and educational outcomes for students. Through the Board we have put together an initial working party to put together a document on behalf of the whole school community on EDI
- **NAPLAN** Testing outcomes will be presented at the next board meeting. Parents will have access once they have been confirmed by SCSA
- **Vandalism** There has been approval for works to improve school lighting
- **Basketball courts** The declining state has been raised. Resurfacing is a large funding expense. Jane will continue to explore alternative funding sources for both resurfacing and improving equipment.

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- **Walking Bus** Suggestion raised by Sharon Potts. Jane noted this is a great idea and local council would be supportive. It would need to be a parent led voluntary initiative
- **ACTION 2:** Create a working group for initial survey to gauge parent interest – Terry Lu
- **ACTION 3:** Confirm the WACSSO membership (for P&C) would cover liability – Grace Rooks

**4.1.1 Motion (TL):** Approval to spend \$2,542 to update administration signage to support the new school logo. **Passed**  
(ANNEXURE F)

**4.1.2 Motion (MW):** Approval to spend upto \$2,250 on Cisco WebEx equipment to facilitate online and blended meetings. Attached are two quotes.  
(ANNEXURE L)

Motion was passed in principle in the meeting and members were supportive. The details for this request were sent with less than 7 days notice to members. Agreed that the Executive Committee will meeting within 7 days after the P&C meeting to vote on this item and approve.

**ACTION 4:** Executive Committee will be meeting within 7 days after the P&C meeting to vote on this item and approve. – Terry Lu

## 4.2 Events & Fundraising

Members noted details of past events and those being planned (ANNEXURE G)

### Fundraising Events

**Major Event: Balls up Bingo August 19<sup>th</sup>** Raised \$7000. Tickets sold quicker than we anticipated (170). We'll aim for bigger venue next time. We have raised money through our major sponsor Daniel Bowler- mortgage choice, Table sponsorships, ticket sales and the online auction using donated prizes.

**Sustainability initiatives:** Pegs and second hand costume collection for book week

**Sports equipment** We have the new personalised sports ball fundraiser.

**Art for cards.** This will roll out shortly so parents can start ordering.

- Wed 12th Oct : Go live with online sales.
- Wednesday 26th Oct : Sales close

Note from Art teachers that we have tried our hardest to get all students art work's completed for this but unfortunately with COVID sicknesses some students were absent.

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Delivery in Term 4 just in time for Xmas. This will be the last fundraiser for the year.

### Future Events

**Sundowner** Sundowner to end the year in term 4, Friday week 8. This would be a “Thank you from you P&C.

**2023 Plans** Early next year plan to have a parents “welcome back” mixer at The Park. Try booking link will come out **2nd week of Term 1.**

### 4.3 Communications

We currently do not have this role filled. Communication tasks have been covered by Jenni Wilding (social media) and Grace Rooks (newsletter)

### 4.4 Class Representative

Members noted that Betty Zhai will be stepping down from the role at the end of this year. This is a key role and has a heavier load at the start of the school year when all parent lists are finalised.

**ACTION 5:** Look at strategies for recruiting for roles before the end of the year – Terry Lu

## COMMITTEE REPORTS

### 5.1 Canteen

Members noted update on key activities and financial (ANNEXURE H)

### Term 3 dates

- Pre primary visit Monday 5<sup>th</sup> September
- Package free day 9<sup>th</sup> September

**Wishlist** Funds raised from thermomix raffle have gone towards new and larger sandwich maker, second induction plate, large pan and electronic fly catcher

**Financials** As at August 16<sup>th</sup>, YTD loss of \$4,223.96.

This is due to a number of one time costs as well as increase in food supplies.

Noted by Fiona Chen, over the past three months canteen has been close to break even on profit and loss, as there is no significant increase of loss in YTD net profit since term 2 meeting. Recommend continue to monitor the P/L

### 5.2 Uniform Shop

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Noted that uniform shop will no longer stock the older style polos. Arranging for older shirts to be sent to clutterbugs.

Noted that Deb Angelatos will be stepping down at the end of the year and committee will be looking to find a replacement co-ordinator.

### 5.3 Safety House

Noted that plans for a safety day have been paused.

Anna Leshchinskaya will be stepping down at the end of the year. We thank Anna for her hard work in this role.

**Action 6:** Anna and Grace to meeting with Mark Walters to discuss future options for the programme – Grace Rooks

### 5.4 Sustainability

Members noted Recycling Station Update: The Recycling Station production has been delayed due to staff and materials shortages at Barrett's, however the school is on the waitlist. In the meantime the students have voted on the artwork theme and chosen 'Beach Creatures'. Ebony has started drafting the graphics for this. Thanks to Cara Chia for organising the student survey.

Thank you to everyone who completed the sustainability. Key items summarised in the annexure and lot of potential areas to investigate further.

**Action 7:** Request P&C Executive to send a note of appreciation to Polly, owner of The Source Bulk Foods Floreat for generously donating \$150 worth of vouchers. - Terry Lu

See Annexure for details of

- Sustainability survey results
- Waste audit

(ANNEXURE I)

### 5.5 Floreat Dads

Term 4 dad camps organised for each year group.

**Motion (GR):** Approve a budget of \$2,560 for a Floreat Dads 10 pin bowling event. Event will be cost neutral/profitable from ticket sales. Budget attached. Planned for Term 3 or 4.

(ANNEXURE J) **Passed**

### 5.6 Book Club

(ANNEXURE K)

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Members noted the book club is operating well and a total of \$1,246 worth of rewards generated in semester 1.

Issue 5 (Term 3) was the free book issue and Floreat Park families received 35 free books.

Tracey Daley advised she will be stepping down from the role at the end of the year. We thank Tracey for her hard work in this role.

**Action 8:** Explore options for managing the book club co-ordinator role in 2023. Options include finding a new co-ordinator, combining with the book fair role and / or working with Jodie Barnes (Librarian). – Terry Lu

### 5.7 Book Fair

In weeks 8 & 9 of Term 3 we will be holding our Scholastic Book Fair in the school library. Sales from the fair helps to raise funds for Library, Teacher and Classroom resources.

All students will view the selection of books available and complete Wish Lists during their allocated Library sessions during Week 8.

To assist with reducing crowd numbers, this year we are looking to have the Book Fair open for purchasing over three days during Week 9

- Tuesday 13<sup>th</sup> between 8-9am
- Wednesday 14<sup>th</sup> between 8-9am & 3-4pm
- Thursday 15<sup>th</sup> between 8-9am

Volunteers will be required to help during these times. We will ask for volunteers once opening times have been confirmed.

## OTHER MATTERS

### 6.1 For Discussion

Basketball surfaces

Covered within Principal's report

### 6.2 For Discussion

Walking school bus

Covered within Principal's report

Meeting closed at 8.30PM

## DATE FOR NEXT MEETING



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Term 4, Week 6

Thursday, November 17<sup>th</sup> 7:00pm to 8:30pm