

General Meeting Minutes

Date: Thursday 28/03/2019

Time: 7:00 – 8:30 pm

Venue: School Library, Chandler Avenue

Floreat Park Primary School
P&C Association



Register Details of Attendance:	
Executive:	Pen Melis, Kristy Corbett, Susan Chen, Troy Sinclair, David Graieg, Adrian Taylor, Luke McCarter, Jen Wilding
Committee & subs:	Karen Wilson, Lucy Stone, Sophie Torissi, Anna Leshchinskaya, Amy Toohey
School Reps:	Jane Rowlands, Mark Walters, Sue Robinson
Class Reps & others	Kindy: Bianca Paul
	PP: Caroline Sputore, Liz Lockett
	Year 1: Liz Teh
	Year 2: Kate Weaver, Melissa Bray
	Year 3: Lisa Church, Karen Ekeroth, Lisa Church
	Year 4: Megan O'Shea
	Year 5: Kate Watson, Julia Barbi,
	Year 6: Phillida Rodich
	others: Tracey Bauer
Apologies:	Natalie Dimmock, Sarah Waddell, Kristie McGinty, Liz Mayhead, Rachel Horwood, Sam Spiro, Janelle Young, Rachel Gallagher, Bianca Hayley, Belinda Hart, Fiona O'Brien, Bridget Thomas, Marissa Rimmer, Vishaka Vaswani, Jessica Grunberg, Emma Manuel, Paula Cakar

3.1 President's Report: As per Agenda report.

Pen summarised the ground rules of the P&C meetings and encouraged attendees to read the agenda reports prior to the meeting. It's the committee's aim to complete the meetings on time and as efficiently as possible.

3.2 Treasurer's Report: As Per Agenda Report.

Susan noted that she is just getting started in the role as handover and bank access has just been completed. Art bar finances still getting finalised but a net profit of approximately \$20,000 is projected. Pen Melis presented the budget which includes a \$84,733 carry over from last year with a \$12,000 surplus at the end of the year unless further funding requests are presented. Fundraising of \$34,200 planned for 2019. (See updated budget attached.)

4.1 Principal's Report: As per Agenda report

Buddy system is to continue after positive feedback. Board met this week, confirming the business plan's strategic directions for the year, which will be undertaken in partnership with the P&C.

4.2 Funding Requests:

Pen Melis raised the motion that the following funding requests already endorsed by the exec be approved by the P&C. The motion was seconded by the exec.

- Request 1: Shade Sail Top Up (\$1,980)
- Request 2: Chaplaincy (\$4,100)
- Request 3b: Kindy raised vegetable garden beds (\$1,000)
- Request 4: STEM – robots & accessories. (\$4,500)
- Request 5: PE Equipment – Portable PA system & Dais (\$3,300)
- Request 6: Music Room. Upgrade (up to \$30,000)
- Request 8: Library equipment (\$3,205)
- Request 10: Parent workshops (\$2,040)

The motion was voted on and passed.

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Discussion around the level of funding and pastoral care on offer to the children. Chaplin Sue only works part time. School to look at resourcing and the need for more services moving forward and report to next P&C meeting.

Pen Melis raised the motion that the following funding requests after further determination be approved by the P&C. The motion was seconded by the exec.

- Request 3a: Kindy Shade Sail (up to \$9,000 after further investigation – a shadow study, option of a mature tree, possible grants – surplus funds to be allocated back to P&C for redistribution)
- Request 7: Interactive screens (\$30,000 or the value of 4 x screens including installation – further funding approved for 5th screen if available in 2019)
- Request 9: Outdoor Learning Playground (\$65,000 towards stage 1 of the playground – overall costing dependent)
- Request 11: Front Garden makeover (\$5,000 towards front garden – surplus funds to be allocated back to the P&C for redistribution)
- Request 12: Basketball hoop height adjustment (up to \$1,200 after investigation of Rotary Grant by MW)
- Request 13: Art Courtyard (\$5,000 to be used for Art courtyard: purchase shade sail, furniture and decoration. Service of clay oven – surplus funds to be allocated back to P&C for redistribution)

The motion was voted on and passed subject to the conditions outlined above.

4.3 Events: As per Agenda

Amy Toohey summarised the Art Bar. She thanked her volunteer team for their contribution. Pen Melis thanked Amy on behalf of the P&C for coordinating the event and her outstanding effort towards making the event such a success. Jen Wilding commented on the events summary. Events have been simplified – some are social only. Next event is the Kindy & PP Fashion show (social) – tickets out now. Mother's Day stalls volunteers needed. Entertainment books - parents need to opt out. Pen Melis commented on Friday Fun (stay and play) Couple of stalls at the event, to be decided and run by the Yr6 leadership.

4.5 Class Rep Update Comment: As per Agenda

Prepared by Adrian Taylor

Class reps encouraged to ensure one representative (class rep or parent) from each class is at the meetings to ensure communication gets to everyone. Ask for those that haven't sent in photos to please do ASAP. These will not go on display but will be useful for the executive team to recognise the class representatives

4.6 Exec Comment: as per agenda

Basketball Post Height Reduction: Jane Rowlands & Mark Walters to follow up on possible Rotary grant.
The Fathering Project: Idea to be discussed further amongst parents to ascertain its benefits to the school.

4.7 Grounds Comment: - as per agenda

Outdoor learning space discussion: Meeting on 4th April with Kim Latham, School leadership and Pen Melis to determine project cost, areas assigned to Programmed and those the school can manage and possible staging. Pen Melis commented that option 2 is a concept and the images on it may be out of our budget range, children need to be made aware that we will do our best to create a similar space reflective of our budget. Project overall budget to be determined after costing.

Discussion regarding a front garden at Kindy, shade sail was relocated when toilet block was constructed. Historically a tree there which was a focal point for the kids. Discussion about planting a mature tree there (approx cost \$1,500). Luke to look into Dept of Education approved tree list. Motion was passed subject to the above conditions.

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Front curved garden at the school was also discussed. Needs a trim and tidy up, with a transition to more natives. Tony Szlichta has an opportunity to bring in trainees / volunteers. Last year's leaving present (bird bath) will be need to be located within this garden, this will need to be concreted in place. Motion was passed subject to the above conditions.

Art Courtyard & Clay oven restoration: Recognition of Nicole Kettell's contribution to ArtBar. Discussion around this space and opportunity to make it more amenable for use by art classes and future use if no longer an art room. Motion passed of a notional budget of \$5,000: concept to be developed further by Nicole and P&C to be updated.

Busy bee still tbc. Frog garden regeneration to be discussed with Mrs Gibbon and Year 6 leadership.

Request 14: Proposal to plant established trees in PP bike track. (up to \$3,000 - Luke is to look into the area and consider options and what could be done. Motion proposed as outlined, seconded by exec, voted and passed.

5.1 Canteen Report: as per agenda

Lucy Stone was introduced, she works alongside Karen Wilson as a part time employee of the P&C. Volunteers down a bit from years 4,5 and 6. Thanks to Grandparents such as Sandra who volunteer in the snack shack they make a big difference. Opportunity to encourage more help from grandparents.

5.2 Uniforms Comment: As per agenda

5.3 Book Club Comment:

Book club funded \$4,000 of Junior reading books to the school.

5.4 Safety House Comment – as per Agenda

Each year Anna follows up with households to confirm they are still participating. Some are not responding or have changed owners so they are no longer considered a safety house. The safety house marker should be removed but there is no clear process for this. Anna to follow up with Rod Cohen regarding concerns about houses with triangles on display that are no longer with the program and arrive on a course of action. Concern for safety of children due to the compliancy issue. Report back required for next meeting.

5.45 Sustainability Comment – as per agenda

6 Other Matters:

6.1 Uniforms

Motion passed to appoint Belinda Hart as coordinator

6.2 Vacancies,

School banking and communications role are still vacant. After the meeting Liz Lockett approached the committee about comms role (see addendum)

Addendum: A motion was passed to the Exec that Liz Lockett be voted into the Comms Exec role. The motion was voted on and passed unanimously.

Attachments: Updated Budget to include funding request 14.

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Approved 2019 Budget:

2019

Budget

	Income	Expenditure
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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

Voluntary Contributions forecast Current Yr (Based on 614 students @ 85% reco)	\$ 78,285
2018 Cash Balance brought forward	\$ 12,329
Recovery of Costs re: Canteen and Uniform Bookkeeper	\$ 3,850
	\$ 94,464

Pre-Approved P&C Running Costs

Banksia 2019	\$ 5,200
Class Cooking (\$30/class)	\$ 780
Class Reps Coffee	\$ 150
Gardening Allowance	\$ 1,000
Yr 6 Graduation 2018	\$ 2,000
Stay and Play	\$ 400
Sundowners	\$ 200
Dropbox	\$ 50
Safety House WWC Reimbursement	\$ 100
Web hosting - domain name & email addresses	\$ 200
MYOB Essentials	\$ 350
WACSSO	\$ 1,200
Other P & C Expenses	\$ 1,500
Bookkeeper (\$35 x 10hrs per mth x 11mths)	\$ 3,850
School Trophies and Ribbons	\$ 2,000
	\$ 18,980

Subtotal of funds remaining before funding requests approval **\$ 75,484**

Funding requests:

Request 1: Shade Sail top up	\$ 1,980
Request 2: Chaplaincy	\$ 4,100
Request 3a: Kindy Shade Sails	\$ 9,000
Request 3b Kindy Raised Vege garden	\$ 1,000
Request 4: Stem - robots, booster packs	\$ 4,500
Request 5: PE Equipment - PA & Winners Dias	\$ 3,300
Request 6: Music Room Upgrade	\$ 30,000
Request 8: Library Equipment	\$ 3,205
Request 10: Parent information session	\$ 2,040
Request 11: Front Garden Makeover	\$ 5,000
Request 12: Basketball hoop height adjustment	\$ 1,200
Request 14: PP bike track trees	\$ 3,000
Total Funding Requests	\$ 66,345

Total Voluntary Contribution funds remaining **\$ 9,139**

Infrastructure Levy

2018 ICT Balance brought forward	\$ 18,474
Infrastructure Levy Current Yr (Based on 614 students @ 85% recovery rate)	\$ 52,190
Available funds for Infrastructure Initiatives	\$ 70,664

ICT Projects as follows

Laptop leasing years 4-7	\$ 18,204
Laptop leasing from term 3, 2018	\$ 16,657
Request 7: Interactive touch screens proposal - available funds	\$ 30,000
Total Infrastructure spend	\$ 64,861

Infrastructure Funds remaining (contingency for 2020 leasing) **\$ 5,804**

Fundraising and Other Project Costs

2018 Fundraising and Project Costs Balance brought forward **\$ 53,930**

2019 Fundraising Events (net profits)

Movie Night	\$ 400
Major Fundraiser - Art Bar - net profit still to be finalised	\$ 20,000
Entertainment Book	\$ 2,800
Mothers Day/Fathers Day Stall	\$ 400
Election Day Stall	\$ 500
City to Surf (sausage sizzle and largest team)	\$ 1,000
Cake Stall Athletics Carnival	\$ 2,100
Art for Cards/Kindy Tea Towels	\$ 7,000
2019 Fundraising	\$ 34,200

Subtotal funds raised **\$ 88,130**

Other Projects:

Shade Sails installed 2018 - still to be paid	\$ 18,000
Funding Request 9: Outdoor Learning Playspace	\$ 65,000
Funding Request 13: Art Courtyard (Art Bar contribution)	\$ 5,000
Total Fundraising remaining:	\$ 130

Other Income

Interest	1,000
Distributions from Canteen	
Grants & Donations	150
	\$ 1,150

Funds remaining in Bank **\$ 12,534**

Total funds remaining **\$ 28,756**