



General Meeting 2  
Tuesday, 28 May 2019  
7- 8:30pm  
School Library, Chandler Avenue

Agenda  
page 1

Reports & Comments  
pages 2 – 10

### **Exec Members**

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

# General Meeting Agenda

**Date:** Tuesday 28/05/2019

**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	Open meeting, welcome and apologies (website)	PM		
2		AGM Minutes – ratified by KC & seconded by SC	TS		
3	7:05pm	Office Bearer Reports			
	3.1	President & VP Report	PM		Report
	3.2	Treasurer's Report	SC		Financials
4	7:20pm	Executive Reports			
	4.1	Principal's Report	JR		Report
	4.2	Events Exec Report	JW		Report
	4.3	Class Rep Coordinator Comment	AT		Comment
	4.4	General Exec Comment	DG		Comment
	4.5	Grounds Exec Comment	LM		Comment
	4.6	Comms Exec Comment	LL		Comment
5	7:50pm	Committee Reports / Comment			
	5.1	Canteen Report	OB		Report
	5.2	Book Club Comment	AH		Comment
	5.3	Uniforms Comment	LP		Comment
	5.4	Safety House Comment	AL		Comment
	5.5	Sustainability Report	JR		Report
6	8:15pm	Other Matters:			
	6.1	2020 Year 6 Camping	KC		
	6.2	Communication etiquette and conduct discussion	PM		
7		Attachments: Reports	PM		
8		Correspondence	TS		
9		Next Meeting: Tues, 22nd August 2019 in the library 7 – 8:30pm	PM		
	8:30pm	Close of meeting	PM		

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## 3.1 President & VP Report:

Prepared by Pen Melis & Kristy Corbett on 21/05/19

### Update and Key Activities:

Our first term has certainly flown by! Thank you to the P&C committee, class reps and all our many volunteers who have worked so hard to action ideas and make them a success.

### The P&C Honours List for April:

**Caroline Sputore** – for coordinating a hugely popular and fun Kindy/PP Fashion Show.

**Corali Sala Tenna** – for coordinating 3 fantastic Mothers' day stalls, enjoyed by all our students and mums. You are amazing!

**Nat Dimmock** – for coordinating a very successful election day cake stall. Nat is always so willing to assist and has a huge heart, thank you! We even saw her strut her stuff down the run way at the Kindy/PP fashion show.

**Vic Strang** – for coordinating a very well attended Book Fair, the buzz and excitement as children choose their books is wonderful - well done and thank you!

**Karen Wilson** – for helping wherever she's needed... entertainment books, Book fair, Stay & play and then always doing such an awesome job at the canteen. We truly value you and all you give to our school.

**Kim Latham** – for working alongside the P&C, school and children to design the Outdoor Learning Playground and facilitate its installation – amazing designs, thanks Kim!!

We are off to a great start and this is due to our wonderful school community. The positivity and willingness to pitch in and get things done is inspiring!

### Wayfairer Project:

We appreciate that mums and dads are busy with work and home commitments. They help out when it's possible to do so. We acknowledge the strain on all our amazing volunteers and are looking to the wider community to assist with long- term and short -term projects that require regular volunteers. The Wayfairer Project assigns volunteers with specific expertise to a project within the community to enable them to utilise their skills in a productive way.

We have made an application to the council's Wayfairer Project and are hoping to gain assistance. The targeted areas are: the canteen, school banking, book fairs and grant applications. In the interim, school banking has been put on hold and the canteen has reshuffled and added extra shifts to cover the need for regular long- term volunteers.

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## 3.2 Treasurer's Report:

Prepared by Susan Chen on 23/05/19

### **Up to 23 May 2019:**

\$51,616 contribution had been received from the school representing 66% of the budget. Budget assumed recovery rate of 85% from 614 students.

\$35,335 has been received by the school for the infrastructure levy representing 68% of the budget of 85% from 614 students.

The main income for this period is the Art Bar Fundraiser with the net profit recorded at \$22,658, with budget at \$20k which means \$2658 excess. Mother's day stall is short of \$558 but Election day stall collects \$1639, with budget for both stall is \$900, which means there is \$181 excess.

Cash at bank 23/05/2019: **\$197,437.90**

#### **Further Comment:**

- Approved Funding Request 1: Shade Sail Top Up \$1,980 Invoice shortfall of \$270 for approval
- 3 speakers approved by Exec KC & JW for small events
- \$300 art bar additional payment received
- 2 x foldable trestles bought for P&C events
- Funding for short fall sub-total \$1128 including school Ribbons (\$1091) & PE system for education apartment (\$37)

Balance Sheet & Profit & Loss Statement Below:

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## Balance Sheet Floreat Park Primary School P & C

Accrual mode  
23 May 2019  
ABN: 79221966715  
Generated 23 May 2019

		Total
<b>Asset</b>		
<b>Banking</b>		
1-1000	P & C Main Account	85,997.66
1-1200	TeleSaver Account	111,440.24
<b>Total Banking</b>		<b>197,437.90</b>
<b>Current Assets</b>		
1-1801	Loan to Uniform Shop	5,000.00
<b>Total Current Assets</b>		<b>5,000.00</b>
<b>Fixed Assets</b>		
<b>Total Fixed Assets</b>		<b>0.00</b>
<b>Total Asset</b>		<b>202,437.90</b>
<b>Liability</b>		
<b>Credit Card</b>		
<b>Total Credit Card</b>		<b>0.00</b>
<b>Current Liabilities</b>		
2-1601	Holding Money for Canteen	20,000.00
<b>Total Current Liabilities</b>		<b>20,000.00</b>
<b>Long Term Liabilities</b>		
<b>Total Long Term Liabilities</b>		<b>0.00</b>
<b>Total Liability</b>		<b>20,000.00</b>
<b>Net Assets</b>		<b>182,437.90</b>
<b>Equity</b>		
<b>Current Earnings</b>		
3-1800	Current year earnings	80,171.26
<b>Total Current Earnings</b>		<b>80,171.26</b>
<b>Retained Earnings</b>		
3-1600	Retained earnings	60,523.88
<b>Total Retained Earnings</b>		<b>60,523.88</b>
3-9999	Historical balancing	41,742.76
<b>Total Equity</b>		<b>182,437.90</b>

## Profit and loss Floreat Park Primary School P & C

Accrual mode  
01 Jan 2019 - 23 May 2019  
ABN: 79221966715  
Generated 23 May 2019

		Total	
<b>Income</b>			
4-1207	Voluntary Contributions	51,616.00	66%
4-1602	Infrastructure 2019	35,335.42	68%
4-2400	ART BAR Fundraiser	22,657.98	
4-2405	Mother/Father Day Stall	-558.45	
4-2412	Scholastic Book Club	3,476.80	
4-2417	Election Day Stalls	1,639.45	
4-2604	Movie Night	163.00	
4-2607	Kindy & PP Fashion Night	-52.26	
4-2609	School Banking Commis	181.50	
<b>Total Income</b>		<b>114,459.44</b>	
<b>Less Cost of Sales</b>			
<b>Total Cost of Sales</b>		<b>0.00</b>	
<b>Gross Profit</b>		<b>114,459.44</b>	
<b>Less Expense</b>			
6-3000	Internet	39.00	
6-3600	MYOB Essential	135.00	
6-6607	Laptop Leasing	12,879.23	
6-6611	PE Equipment	1,100.00	
6-6612	Shade Sails	20,270.00	
9-1000	P&C Expenses	345.56	
<b>Total Expense</b>		<b>34,768.79</b>	
<b>Operating Profit</b>		<b>79,690.65</b>	
<b>Plus Other Income</b>			
8-1200	Interest income	480.61	
<b>Total Other Income</b>		<b>480.61</b>	
<b>Less Other Expense</b>			
<b>Total Other Expense</b>		<b>0.00</b>	
<b>Net Profit</b>		<b>80,171.26</b>	

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## 4.1 Principal's Report:

Prepared by Jane Rowlands on 20/05/19

### **Action from last meeting**

- Work has commenced on enhancing the front of the school; purchasing of 4 interactive screens, equipment for STEM, PE, library; a planning meeting has been held regarding progressing the outdoor learning area upgrade with a further meeting on 23 May to discuss costs; kindly shade sail quotes have come in around \$6 800 (excluding GST); basketball hoop changes are being progressed.
- Personal Devices Policy: new policy distributed this term
- Responses to community request for assistance with website are being followed up

### **Organisational chart**

The following processes are in progress for Term 2:

- Karen Mancini retired at the end of last term
- Charlotte Davey appointed as permanent kindergarten teacher on a Wednesday
- Emily McGough appointed as permanent two-day STEM teacher in pre-primary
- Abby Hunter replaced Emma Di Lena (maternity leave) for the rest of 2019

In line with department regulations about clearing long service leave within two years, a number of staff are required to clear leave this year. Parents will be advised by class teachers when this will be and who the replacement is.

I will be taking two weeks of long service leave at the end of this term to return to the UK. Mark Walters will be Principal between Monday 24 June and Friday 5 July.

**Buildings, grounds and infrastructure**

The unwelcoming signage attached to the fence at the entrance to the school has been removed.

Throughout the holidays, Tony reported considerable interest from local youths in using our facilities. Whereas we are very happy for our facilities to be used, it is disappointing that attitudes and behaviour of some youths led to Tony having to call Education Security. At one point a toilet that had been opened for workmen was vandalised. We ask for parent support in reporting suspicious behaviour or vandalism to us (or the police if it is deemed urgent).

### **NAPLAN**

Online NAPLAN has had some issues across the nation that has nothing to do with our platforms or preparation. Staff have been well led and prepared by Mark Walters. Our management of the situation has been communicated to parents. We are in regular communication with the authorities who are navigating their way through the issues and will continue to update parents as necessary.

**Leadership at Floreat and our role in the public education system**

Our current Business Plan has 'Effective Leadership and High Quality Teaching' as a strategic pillar. An aspect of this looks at our role in being active outside of our school.

Floreat Park Primary School has always enjoyed 'good standing' in the public school system as an establishment that provides its students with a well-rounded educational program.

Although we do not accept enrolments from outside our boundary, we constantly receive enrolment applications for students from these areas. Affirming our school as a school of choice, we always have a high number of applications for teaching positions (during the last round of applications we received 275). As an Independent Public School, we take our role in informing school and system improvement very seriously. As members of the Churchlands Network of Schools, the leadership and staff actively contribute to the development of innovative programs and practices across 15 local primary schools. Some of our programs and practices have been adopted by other schools. Currently we are a trial school for the Western Australian Future Leaders Framework, a system initiative to identify, develop and support future leaders at all levels across the system. In addition, through the Principal's Fellowship Program (the program that involved my undertaking courses of study at Harvard University), our school provides direct input to the Director General on matters pertaining to school operation and leadership.

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## Principal's report cont.

Why do we consider it important to be active at this level? Research very clearly highlights that outside of what students bring to school in terms of genetics and family values, teacher quality has the next biggest influence on student learning. Research also identifies that it is the stability and strength of the leadership that provides the conditions in which teachers can flourish. We want our students to be the best that they can be, so we pay great attention to all our staff and leaders being the best they can be.

Keeping abreast of trends and contemporary practices in education is imperative if we are going to provide programs that focus on what our students are interested in and skills they will need in the future. This provides the focus of in-school professional development programs and the performance and development culture within staff. At times, this means teachers will be out of the classrooms and leaders out of school undertaking external professional development or coaching.

### Brendan Walker (past principal)

Brendan's wife, Jo, sadly passed away after a long illness. The funeral was held last Wednesday morning. Some staff attended in support. I represented the school and community in support of his service to the school and Jo's unconditional contribution to that. Prior to my appointment here, Brendan was a colleague as we were in the same network of principals for 11 years. I sent a card from the staff and community and have advised parents who were close to him.

Thank you to the P&C for your ongoing support.

### 4.2 Events Report:

Prepared by Jenni Wilding on 20/05/2019

### Events & Fundraising:

Entertainment Books- still in motion. Karen will update us tonight.

Mother's Day stall- was a great success thanks to Corali and her team of volunteers. Corali has provided feedback below

Election Day Bake Stall- raised \$1640. Has been banked by me. Nat from kindy Yellow did a great job with this and thank you to everyone who dropped baked goods off and helped out manning the stall. Any feedback welcome?

Art for cards- Katie has been working on this. She is negotiating prices with crazy camel and another printer (school dad) and will be off and running very soon.

DinnerTwist- would like to finalise this but there has been a lot going on and didn't want too much fundraising stuff going out. My aim is to have this up and running by the end of term 2.

### Mother's Day Stall Report:

Coordinator: Corali Sala Tena

Income: \$2,675.25

Expenses: \$3233.70

Shortfall: - \$558.45

Summary: Total of 1,244 new items purchased plus left over stock from last year.

Difficult to predict stock requirements. 300 items remaining – to be used next year.

Items purchased this year were well received.

### Improvement:

1. Communication between school staff and coordinator
  - year 4 excursion booked on the same day but not communicated.
  - request for tables to be set up prior, confirmed by school were not available.
2. Suggest not lending money to students who have not brought money in for whatever reason.
3. Teachers allowing their students to quickly check with their siblings regarding purchases is helpful.

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## 4.3 Class Rep Update Comment:

Pen Melis

A huge thank you to the class reps for keeping their classes up to date and arranging social events. Please can reps utilise the website to connect their classes with the relevant P&C events. The website is kept up to date and providing the links for your classes will help get the info out. A weekly summary of what's on is always helpful for our busy parents.

## 4.4 Exec Comment:

Prepared by David Graieg on 15/05/2019

### **Adjusting the height basketball system**

Bardfield Engineering (sales@bardfield.com.au U1/87 Holder Way Malaga, WA 6090, Ph: 9249 4444,) they been instructed to proceed with the order for \$1100+gst, to adjust two of basketball rings (the ones closest to the road) from 10ft, 3.05m, to 8ft, 2.4m, while keeping the netball rings at 10ft. We will not add the heavy duty nets. The purchase order from the school is 3098880.

### **The fathering project**

We have discussed with more people and there seems to be a keen response to get on board. On May 4 there was a local news article highlighting some of the good work that the Fathering project is doing with school and it would be good vote whether we want this at Floreat.

### **Demountable: rain & sun on bags**

The bags on the demountable near the library (I think room 5) gets rain and too much sun. One option is double storey lockers <https://www.mocka.com.au/mocka-locka-double.html> \$140+ \$22 shipping. 140cm high x 38cm wide x 46cm deep, each compartment is 61cm high x 43cm deep x 38cm wide, feet - 10cm high. 14 of them would cost \$2,268.

Or to get a shade sail from Bunnings, would probably cost about \$350 (assuming we could just use 7m of Coolaroo 3.6m wide, slate, 90%uv shade-cloth)

## 4.5 Grounds Comment:

Prepared by Pen Melis on 23/05/2019

The Outdoor Learning playground planning is making good headway. Programmed, consultants for the Education department will manage the project. They have sketched out a timeframe for installation and will be tendering the project in June. In the interim they will provide us with an item line budget so we have an idea of cost. Stage 1 will possibly be the ground works, decking and pergola structures – budget dependent. We are running towards an installation date for the end of September. This is just in time for the school holidays. We will need to run some busy bees during the break to tidy up the site and do some landscaping. All parent help will be greatly valued.

As we will be installing a new playground into this courtyard, it is the most opportune time to remove old and diseased planting in this zone. The school has struggled for many years with disease and infestation within this area and yearly treatments and remedies have been futile. We have identified the trees and bushes that need to be removed and this will fall into the scope of the tender. New healthy trees and bushes will be planted to replace what is removed. By regenerating this area now, we are being prudent and investing in the future.

More information on this project is available on our website in the P&C Projects section.

The bank up to the BER building on the PP side is very weathered due to constant use – Tony our wonderful gardener has requested our thoughts on solving this problem as no amount of TLC seems to get the grass to grow.



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## 4.6 Comms Comment:

Prepared by Pen Melis on 23/05/2019

Liz Lockett has taken over the Comms role and is getting used to the website and Facebook management platforms, Liz will implement a procedure to our comms once settled.

Claire Yow has offered to assist the school with our website. She has experience in managing social media platforms and is able to draw on her design skills to create content for the website. She will help get quotes on redoing our website. The website is currently undergoing a tidy and refresh (photos), after this Claire, Liz and Mark will be meet to discuss a way forward.

Connect is now our main platform of comms to the parent group, followed by the class reps and Facebook. Thank you to the reps for keeping their classes up to date. We will try to send out notices for the week on a Monday or Tuesday with reminders for specific events a day in advance.

A reminder that the P&C directory is available for reference in the main Connect library, this is updated as required – termly.

## 5.1 Canteen Report:

Prepared by Bec O'Brien on 23/05/2019

### **General**

The canteen operates 8.30 – 2.00 on school days and can be contacted by telephone on 0417 384 866.

### **Term 2 Dates**

- Pre-Primary recess – Pre-Primary students will be visiting the canteen on Monday 1 July (week 10) for a 50¢ treat for morning tea.
- Package Free Friday – Friday 21 June (week 8)
- Pupil Free Day – Tuesday 4 June (week 6)

### **Term 2 Menu**

Our menu for this term is available on the school website and the daily specials are:

- Monday – pizza
- Tuesday – hot dogs and yummy drummies
- Wednesday – teriyaki chicken and rice
- Thursday – macaroni cheese or macaroni bolognese
- Friday – pies and sausage rolls

All lunchtime food must be ordered in advance via the online ordering system at [www.quickcliq.com.au](http://www.quickcliq.com.au)

### **Town of Cambridge – Food Premises Assessment Report**

On 14 May, a representative from the Town of Cambridge inspected the canteen and reported that our premises are compliant with all required risk assessment criteria and stated that it was “clean and well operated.”

### **Roster**

Thank you to everyone who has volunteered in the canteen this year. We welcome all members of our school community to join us for a 2 hour shift, either 9.30-11.30 or 11.30-1.30. Sign up is online at <http://signup.com/go/Rm6mNb>

As our canteen is busy, we need helpers every day and we are looking at initiatives to assist when we do not have any volunteers, such as the WayFairers Project which is a community volunteer program facilitated by the Town of Cambridge and asking year 6 students to help serve at the counter at recess and lunchtime.

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## Canteen report cont.

### Recognition and Thanks

Thank you to Wembley IGA for the new knife set. Wembley IGA has a Rewards Club program and participants can elect to donate part or all of their points to Floreat Park Primary as a nominated local community organization.

Thank you to David Graieg for sharpening the canteen's knives recently.

As always, thanks to all our volunteers who come in and help in the canteen and to Karen and Lucy who keep things running so smoothly to feed the children every day.

### 5.2 Book Club & Fair Comment:

Prepared by Amanda Herbert & Vic Strang on 21/05/2019

Current balance of commission earned to date: \$2608.50

The recent Book Fair was highly successful with over \$6000 worth of sales.

Three issues of the book club have been released, with the most recent issue closing on Monday 20 May.

The Book Club Committee would like to thank the following volunteers for their time and assistance during the Book Fair:

Ondine Gordon

Karen Wilson

Leslie Woods

Jodie Barnes

Amanda Herbert

Ms Hallett's Year 6 class for moving the book cases from the library to the undercover area!

### 5.3 Uniform Comment:

Prepared by Louise Pheland on 21/05/2019

Sales have been steady for both online order and Uniform shop. Winter stock has now arrived and sales for this stock have increased with the changing season. Indent orders have been made for Backpacks to arrive 2019/2020.

Changes/updates to the inline store website have now been made.

A printer has been purchased to print out online orders. This will help with picking the orders for delivery and record keeping.

### 5.4 Safety House Comment

Prepared by Anna Leshchinskaya on 20/05/2019

Working on compliance issues: (a) deciding on removal of the Safety House signs off the residential mail boxes due to change of residents; (b) following up on the residents' Working with Children status.

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## 5.45 Sustainability Report

Prepared by Janine Roets on 22/03/2019

Janine Roets has made contact with Mr. Cottam and discussed opportunities to encourage sustainability in the school. The implementation of a specific projects identified by the school would be the most feasible option.

Following up from the grant received through the Wastewise program last year, setting up a composting system would be a good project to start with. Mr. Cottam indicated that they would like a composting station adjacent to the raised garden beds. The area will need levelling and might need some brick paving and walls. Janine will follow up with other members of the committee, Mr. Cottam, the school gardener and interested parents to determine the scope of the composting station.

A parent has also indicated that she would like us to help fundraise for sustainability projects and a Fair Game collection day is being organised for September by Kirstie Smyth and Chaplin Sue. Janine will follow up with them.