

# General Meeting Minutes

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

**Time:** 7:00 – 8:30 pm

**Venue:** School Library, Chandler Avenue

Floreat Park Primary School  
P&C Association



Attendance	
<b>Executive</b>	Pen Melis, Kristy Corbett, Susan Chen, Troy Sinclair, David Graieg, Adrian Taylor, Luke McCarter, Jen Wilding, Liz Lockett
<b>Committee &amp; subs</b>	Karen Wilson, Lucy Stone, Amy Toohey, Janine Roets
<b>School Reps</b>	Jane Rowlands, Mark Walters
<b>Class Reps</b>	Kindy: Jane Caforio, Kristie McGinty, Liz Mayhead
	PP: Marissa Palermo
	Year 1: Rachel Gallagher
	Year 2: Belinda Hart, Lisa Johnson
	Year 3: Bridget Thomas
	Year 4: Vishaka Vaswani, Minda Sarna
	Year 5: Rachel Gallagher
	Year 6: Paula Cakar
<b>others</b>	Brooke Begovich, Alex Rybak
<b>Apologies</b>	Sophie Torissi, Rod Cohen, Nicola Mclean, Sarah Wadell, Sam Spiro, Caroline Sputore, Lisa Selman, Janelle Young, Liz Teh, Nyree Katz, Michele Clement, Lisa Church, April Pearman, Fiona O'Brien, Karen Ekeroth, Patrice Yang, Marissa Rimmer, Simone Allen, Julia Franz

1.0 Meeting open: 7:00 pm

2.0 Previous minutes: Draft minutes of the 28/3 General meeting were posted on the web around the 5/4. Since then several minor updates to attendance occurred, the minutes were ratified by Kristy and Susan on the 20/5 and then updated on the web.

3.1 President's and Vice President's Report: as per agenda

First term has gone very quickly but the fundraising efforts have been outstanding. Good volunteers have made this happen. Still looking for volunteers for Canteen and school banking. WayFairer Project may be able to help with this so discussions will occur with Town of Cambridge.

3.2 Treasurer's Report: as per agenda

Contributions to date: \$51,616 in contributions and \$35,335 from infrastructure levy (at end of April)  
 Total income: \$114,459  
 Expenditure to date: \$34,768  
 Balance at Bank: \$197,437.90 (as of 23/5/19)

4.1 Principal's Report: as per agenda

Jane reiterated the importance of ongoing development of teachers through training, networking opportunities and the future leader's framework. This will help ensure maintain our good standing in the education community and be able to produce well rounded students. Also, a number of teachers will be taking leave over coming weeks, but the school has plenty of good relief staff they can call on.

Mark explained the Personal Devices Policy which needed to be updated this year with the increase in wearable devices such as smart watches. Students can wear them to and from school, but hand them to the teacher at the start of the day. The policy is posted on the web and is working well so far.

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## 4.2 Events Exec report: as per agenda

**Entertainment Book update:** Karen indicated 121 have been sold and she is about to follow up on the outstanding books over coming weeks.

**Mother's Day Stall:** Feedback was that mums loved their gifts and it worked well. Excess stock will be stored for next year and is reflected in the shortfall figures. PM to check stock quantity figures with Corali. Ordering for the Father's Day Stall has commenced. Corali will coordinate this stall for the P&C.

**Election Day Bake stall:** Good feedback received, using the "signup" system to manage volunteers went well. Location at the Kindy was ideal, it would have been good to service the main school as well, but not really feasible.

**Dinner Twist:** progressing agreement to finalised around the end of term 2, Proposal is \$60 one off donation for each new customer.

**Other Fundraising:** Sage Property have committed to donate \$5,000 for each house sold in Floreat until the end of 2019. Thank you to Adrian Taylor for his generosity.

## 4.3 Class Rep Coordinator Comment: as per agenda

Adrian noted that it is not possible to send group emails from the P&C email address, so he has been using his work address for this. No one had any issues with this.

## 4.4 General Exec Comment: as per agenda

**Basketball ring height** were being adjusted today and should be finished by tomorrow.

**Fathering project:** Steve Rushford (WA Schools Manager at The Fathering Project), will be at the Rotary parenting boy's information night (29/5). Also, a new family has just joined Floreat and the dad was the president of the Inglewood Fathering Project, he has indicated he can provide advice around setting it up.

**Demountable bag storage:** Issue was discussed. Agreed to trial storing the bas in the nearby support room where there are a number of shelves that could be cleared out for bags. Mark to arrange trial.

## 4.5 Grounds Exec Comment: as per agenda

**Shade options for the front of Kindy** was discussed at last meeting. Kristy looked into a shade sail which would cost around \$6000 and would need to be removed each year for winter. Whilst a decent sized tree would cost around \$2,830 planted. School is happy for a tree as long as it's not deciduous and is from the Dept of Education list. The remaining \$3,170 would still be available to the kindy for landscaping such as tidying up the sand pit and trimming/removing the hibiscus from the fence line. A motion was passed for Luke to arrange for a tree to be planted and liaise with Kindy for the remaining funds, to a total of \$6000, be utilised for general landscaping.

**Outdoor learning area** was discussed. There is some information on the web showing which trees are proposed to be removed. Feedback is welcome. Works are still planned around end of September with some follow-up busy bees around the October school holidays proposed.

**Walkway to BER building** was discussed and photos circulated. Conclusion was that a concrete path was likely to be the most cost-effective option. Dave and Luke to look into prices and design prior to the next meeting

**Front garden:** Luke reported that Tony and his volunteers did a good job at clearing out the overgrown front beds. Luke has recommended a list of plants from the approved list be planted out here. JR reminded the need to include the bird bath. Date for planting to be actioned by Luke. PM suggested making it a social event

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and including children and parent help. List and prices presented by LM approved by the Exec. Discussion about relocating the bricks from skyline to be a feature of this area, PM to discuss with Kim Batina.

**PP Tree Planting:** Tree outside Y1R classroom healthy and fast growing. Luke to use this species to plant out the bike track gardens. 2 x mature trees, rocks and smaller plants. PM requested LM follow up on the Subiaco Bunnings offer for small trees.

Budget for front garden and PP track area is \$8,000. Luke's estimate pricing has come in at \$8,200 and was accepted by the Exec.

## 4.6 Comms Exec Comment: as per agenda

Liz is settling into the comms role. Will be reviewing website, Facebook and general comms procedures.

The P&C directory is listed on the web under "Library" but has proven a bit hard for some people to find. Mark is to clarify the website to differentiate the book library to the resource area of the website where the directory is stored

## 5.1 Canteen Report: as per agenda

Karen and Bec summarised their report. There was discussion around the patching of some holes in the wall after moving the microwave. Tony has offered to find some paint and try and blend it in, but painting the whole canteen may be a better option and refreshing the logo. PM to action a quotation.

## 5.2 Book Club Comment: as per agenda

Book Fair Figures: \$8,270,80 worth of books sold.  
The school received:

- 35% commission of \$1738 in books which went straight to the library,
- 30% commission of \$897 in vouchers for the school to use as required.

A total of \$2635 was raised from student purchases at the Book Fair.

Jodi Barnes our librarian is looking for volunteers to help cover the books received.

Vic is looking for someone to replace her for the next Book Fair later in the year.

Book Fair was run the same day as walk to school and the associated sausage sizzle. The P& C did consider alternate date, but decided to run them adjacent to each other down at the undercover area. Worked well apart from kids with saucy hands coming to collect books.

## 5.3 Uniforms comment: as per agenda

Uniform shop is going well. Currently reviewing suppliers as there have been problems with ill-fitting shorts and shirts that easily stain and the logo falls off. The school will be reviewing uniform policy including an interschool sports uniform. A committee is working on this and a survey will be sent out to students in the near future. Aim to have a small a range of options as possible.

Discussion around getting a proper sign for the shop, Kristy to action a quotation.

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## 5.4 Safety House Comment – as per agenda

No additional comments

## 5.5 Sustainability Comment – as per agenda

Focus on waste continues with composting options being developed

School is talking to the Town of Cambridge about setting up an E waste recycling station.

## 6.0 Other Matters

### **6.1 2020: Year 6 Camping**

Brooke updated the Year 6 family camp. 6-8 November 2020 is proposed. Need to make the booking soon. Brooke will email Jane the dates to look at what clashes there may be, they are currently considering the PD dates for 2020. Graduation morning tea date also currently being considered. Leavers shirts to be added to the next agenda.

### **6.2 Discussion of communication etiquette and conduct**

To create a healthy learning environment for our children, FPPS parents should strive to be visible, engaged, cooperative, willing and positive. These behaviours are an important part of a functioning P&C and school.

With so much communication going on via email it is important that they are considered and appropriate. If a parent has an issue that they want to address via an email, Pen encourages them to put time between their initial feelings and sending the response. Before pressing send on an emotional email, sleep on it first, and then summarise your thoughts in your email into bullet point actions. Also, consider if discussing the issue directly with the teacher may be a better course of action than an email. The school has a Code of Conduct that applies to staff, students and parents. The policy is available on the school website and parents are encouraged to familiarise themselves with it.

**Close of meeting: 8:35pm**

**Next Meeting: Thursday 22nd August**