



# General Meeting Agenda

## Meeting Details

<b>Date</b>	Tuesday 7/8/2018
<b>Time</b>	7.30 pm
<b>Venue</b>	School Library, Chandler Avenue

## Agenda Items

Item	Topic of Discussion	Paper/Report
1.0	Open meeting, welcome and apologies	
2.0	Minutes from previous meeting	
3.0	Office Bearer Reports	
3.1	President's Report	Report Below
3.2	Treasurer's Report	Report Below
4.0	Sub-committee Reports	
4.1	Grounds	Nothing to Report
4.2	Social and Fundraising	Report Below
4.3	Canteen	Report Below
4.4	Book Club	Nothing to Report
4.5	Uniform	Nothing to Report
4.6	School Banking	Report Below
4.7	Safety House	Report Below
5.0	Principals Report and business plan update	Report Below
6.0	Other Matters Raised for Discussion <ul style="list-style-type: none"> <li>- Request for funding 1: Trophies</li> <li>- Request for funding 2: Incursion safety house</li> <li>- Request for funding 3: Bike Education</li> <li>- Request for funding 4: Long jump border</li> <li>- Request for funding 5: Shade sails</li> <li>- Suggestion from community : Sustainability initiative – Reusable plates/containers</li> </ul>	See below for details
	Attachment 1: financial summary	



## 3.1 Presidents Report

### Lapathon

Our final tally for the Lapathon was \$15,349.45!!! A fantastic effort from everyone involved, from the students running the laps, the teachers on the day, blueChip Timing, Emma Fuller, Kristy Corbett and all of the volunteers helping on the day. Plus a special thank you to our sponsors.

### What is happening this term?

This term brings us a number of events to look forward to;

- Athletics carnival with the P&C Cake Stall (Wednesday 5<sup>th</sup> September)
- Business Plan presentation by the School Board (7<sup>th</sup> and 14<sup>th</sup> August)
- City to Surf (Sunday 26<sup>th</sup> August) plus sausage sizzle for bib distribution prior to this
- Halloween Disco (looking at Friday 26<sup>th</sup> October, TBC)
- Learning Journey (Wednesday 12<sup>th</sup> September)
- Fathers Day Stall (the week before Fathers Day, TBA)

### Business Plan Presentation

The Board are presenting the Business Plan to the parent community on Tuesday 7<sup>th</sup> August 9-10am and Tuesday 14<sup>th</sup> August 7-8pm. The sessions will describe the schools planning and vision over the next 3 years – what they are trying to achieve and how they will go about meeting these objectives. The P&C play a big part in this, as we provide funding to help the school achieve their vision. I strongly recommend you attend one of the sessions if you can so that you have a clear understanding of the direction the school is taking over the next few years.

### Learning Journey

The Learning Journey (12<sup>th</sup> September) is a great evening where the children get to show us all of the amazing work they have done in class during the year. It is also an opportunity for the parents to view other areas of the school, beyond the classroom. Be sure to check out the new STEM room (to the right of the main staircase) which has seen some incredible improvements that have been funded by the P&C.

If you don't get to come to the school often, this is a great opportunity to check out the new playground – also funded by the P&C through Fundraising activities (such as Lapathon).

Look out for a pin-up board called 'Your P&C'. We will be displaying all of the fantastic services we provide the school, as well as what we have funded this year. Please come and have a look and get to know what we do, where your contributions are spent and how you can help.

# Floreat Park Primary School P&C Association



## We need your help

Many of you would have read my message about the Edu-Dance DVD's and our regret at not being able to produce these for the parent community. We do need more help on the P&C, as there is too much to do for the small number of people involved. Earlier this year, I flagged with the Class Reps that we were thinking of allocating events and activities to year groups and the Class Reps were supportive of this. So, this is what we will do from 2019 onwards. The events calendar will be drafted for 2019 in time for the term 4 P&C meeting where we will present it for endorsement. This is how many schools operate and I think will be a great initiative moving forward. We just need to kick it off!

Given this, we are seeking help in the following areas for the remainder of the year:

- **Halloween Disco.** Thank you to Claire Shoebridge for volunteering to coordinate the disco again this year! She needs lots of help though, especially on the night for tasks such as decorating, setting up, cleaning up. Please reach out to Claire Shoebridge [hutchi\\_hutchi@yahoo.com.au](mailto:hutchi_hutchi@yahoo.com.au) if you can help.
- **Raffle at the Athletics Carnival.** We would like to run a simple cash prize raffle at the Athletics carnival. We are looking for people to help sell the tickets on the day. Please contact Troy Sinclair [secretary@fppspc.com.au](mailto:secretary@fppspc.com.au) if you can help.
- **Banksia.** We are still looking for a volunteer to help coordinate the production of the Banksia Yearbook in collaboration with the school. Activities for this start in term 3. Please contact Emma Fuller [vicepresident@fppspc.com.au](mailto:vicepresident@fppspc.com.au) if you can help.
- **Movie Night.** We would love to put on a family outdoor movie night before the end of the year, obviously when the weather improves! We can only do this if we have a few people volunteer to coordinate the night. Please contact Kim Batina [president@fppspc.com.au](mailto:president@fppspc.com.au) if you can help.
- **ART BAR.** After the success of our first Art Bar in 2016, we are starting to get ready for another Art Bar event in Term 1 next year which will be our major fundraiser for next year. This is being coordinated again my Amy Toohey and she would love to hear from anyone who would like to be involved. Please reach out to her at [chrisandamytoohey@googlemail.com](mailto:chrisandamytoohey@googlemail.com)

Thank you for your support!

Kim Batina

President



## 3.2 Treasurers Report

### Report Details

<b>Date</b>	30 July 2018
<b>Prepared By</b>	Toni Blundell

### Update and Key Activities

As at the date of this report approx. \$71,600 had been received from the school in voluntary contributions representing 77% of the student population. Recovery of Infrastructure Levy was lower at 64%, being approx. \$39,700. The budget assumed recovery rate of 88% for both the voluntary contributions and Infrastructure Levy.

We understand a further \$3,500 and \$2,400 has been received by the school for voluntary contributions and infrastructure levy respectively. As at the date of reporting these funds had not been received by the P&C.

Key items to note:

\$15,000+ raised from the Lapathon. Special thanks to Emma Fuller and Kristy Corbett for their super efforts organizing this event.

Cash at bank as at the date of this report is \$212,608

Financials –see attachment A



## 4.0 Sub-committee Reports

### Social and Fundraising Events

#### **Entertainment Book Update, Karen Wilson**

Update to be provided at the meeting

#### **Art Bar 2019 – Update Amy Toohey** (0401139506 [chrisandamytoohey@gmail.com](mailto:chrisandamytoohey@gmail.com))

A tentative date for the event has been agreed with the school for **Saturday, 23rd March 2019** (end of Week 7, Term 1 2019).

#### **Halloween Disco – Claire Shoebridge**

#### **Athletics Carnival Cake Stall – Rebecca Hawthorne and Simone Naoum**

A big thank you to Jo-Anne Pabst and Kirsty Officer who are stepping down this year.

#### **Athletics Carnival Raffle - ???**

#### **City to Surf Team Registration and Sausage Sizzle – Gemma Ward**

#### **Movie Night - ???**



# Canteen

## Report Details

Date	31 July 2018
Prepared By	Rebecca O'Brien

## Update and Key Activities

### Term 3 dates

- Pre-Primary recess visits – Thursday of week 3 (2 August) and possibly also during week 8 – day to be confirmed.
- Package Free Friday – week 7 (31 August)
- Faction Athletics Carnival – **5 September – CANTEEN WILL BE CLOSED ALL DAY**

### Catering

The canteen supplied icy poles to children on the lapathon day and as prizes to classes for most money raised, as requested by lapathon organisers.

The canteen will cater for the lunchtime Board meeting this term – Tuesday 31 August.

### Menu

Our winter menu remains the same as last term and the daily specials are:

- Monday – beef or chicken burrito (made from scratch)
- Tuesday - teriyaki chicken (made from scratch)
- Wednesday - hot dogs and yummy drummies
- Thursday – macaroni cheese (made from scratch)
- Friday - pies, sausage rolls, etc

### Canteen Layout

As discussed at the last P&C meeting, we are proposing to make some minor changes to the work areas of the canteen to create some more bench space and a safer working environment.

Costs have been researched and we anticipate a commercial grade single induction cooktop plate will cost approximately \$450 plus we will need electrical work of around \$250- \$300 to disconnect the existing stovetop and install a 15amp power point if one is not already available. An induction cooker is a safer alternative to a traditional electric stovetop.

We seek approval to spend up to \$800 on these alterations and to proceed with the work at a convenient time during this term.

### IOUs for lunches

# Floreat Park Primary School P&C Association



As mentioned at an earlier P&C meeting this year, the canteen is happy to provide food for children if they have forgotten their lunch. If this occurs, the canteen staff will notify parents via a note to go home with the child and via email reminder. We ask that parents pay the canteen as soon as possible for the cost of these items if they are so notified. Although each amount is relatively small, they do add up each term and we have a list of outstanding unpaid amounts that we'd rather not have to follow up.

## Roster

The roster is filling up and the allocation of a year group to each week has seen people signing up, we are always grateful for parents putting their names down to help.

## Miscellaneous

The Floreat branch of Bankwest has closed so we are now banking the canteen's takings once a week at the Wembley branch.

## Recognition and Thanks

Thank you to the P&C for progressing the application for a credit card, it will make shopping for supplies so much easier and we look forward to having the credit facility.

Thanks to our volunteer parents who come and help and to Fran and Karen who keep things running so smoothly every day. Thanks also to Louise for keeping the books in order and to Bec for managing the overall operation and doing the labels on Fridays.

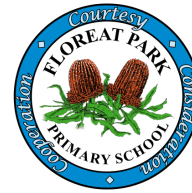
Thank you to Tony for moving a shelf to relocate the microwave to a more convenient location.

## Financials as at 30 June 2018

<b>Income</b>	<b>\$42,955</b>
<b>Expenses</b>	<b>\$38,631</b>
<b>Profit</b>	<b>\$4,324</b>

## Items Requiring Approval

Expenditure up to a maximum of \$800 to replace current electric stovetop with commercial grade induction cooktop (including new product and electrician costs).



# School Banking

## Report Details

<b>Date</b>	28 July 2018
<b>Prepared By</b>	AMANDA HERBERT

## Annual contribution Second quarter 2018

For the second quarter of this year, we have 199 open accounts with the Dollarmite School Banking Contribution program, with an average gross deposit amount of \$250 per week and an average of 55 transactions every Wednesday.

Regular savers contribution of \$5.50 for 65 accounts was \$357.50 with \$32.50 GST.

This amount has been credited to the nominated account.

## Update and Key Activities

The school banking now occurs in the school library and the coordinators would like to thank Ms Barnes for making this space available before school. The intention is for banking to return to the undercover area in Term 4 once the weather improves.

An audit of tokens is currently being undertaken and we have asked for patience in this additional step when completing a transaction. With the change of venue, the posters are not being used at this time and will be reviewed in Term 4. New prizes have become available and a notice has been made on Flexibuz informing the school community.

Due to a change of personal circumstances, all current school banking coordinators will be stepping down from their position at the end of the year. To assist with a smooth handover, a request has been made that the community be approached for new coordinators at the end of this term with handover to commence in Term 4 as opposed to the beginning of next year. Amanda Herbert will liaise regarding new banking coordinators and handover procedure.





# Safety House

## Report Details

<b>Date</b>	31 July 2018
<b>Prepared By</b>	Anna Leshchinskaya

## Update and Key Activities

The Council of the Town of Cambridge has kindly provided funding for this year in the amount of \$130 including GST to Floreat Park Primary School Safety House Community Child Safety programs. Sincere thanks to the Council and to Michael Clarke from the "Safety House Association of WA Inc." for the support in this matter.

This funding will cover the annual administration fee to the SH Association including: free backpack cards; unlimited use of IMA costume for the SH events (saving \$35 over usual hire fee); free balloons, brochures and flyers for Safety House Week.

The cost of the Safety House Show is \$300 including GST which we hope will be funded by the P&C.

The handbooks are fully funded by Britel.



## 5.0 Principal's Report

Please accept my apologies for this evening. I will be traveling to Geraldton to participate in a selection panel for the Department.

Thank you for smooth start to the term. Term 3 is notorious for student and staff absences. We are trying to minimise these by promoting thorough and regular handwashing (all classes have supplies of hand sanitiser), encouraging parents to keep sick children at home until they are well and encouraging staff not to come to work if they are unwell.

### **Enrolments and absences**

Our enrolment numbers remain stable at 625 (621 last term) between kindergarten and Year 6.

Kindergarten enrolments for 2019 are currently 56 giving us three groups as opposed to four this year. We will continue to enrol students within our boundary. For the past few years we have had four kindergarten groups. We are currently negotiating to support Wembley PS with their excess enrolments which will mean that we will probably run 4 groups next year. If this doesn't materialise we will keep at three groups.

This year there was a very large number of parents who withdrew their children from school for family holidays. This amounted to approximately 81 children (13% of children) across 53 families (13.7% of families); much higher than in 2018. Private schools having a three week mid-year break and cheaper fares to Europe have contributed to this increase.

An article from the West Australian highlighting this trend across Western Suburbs schools is attached.

### **Workforce changes**

Mrs Sally Cousins is taking long service leave and her position has been taken by Mrs Deb Morison.

Mrs Emily McGough has increased her time by replacing Mrs Morison in Year 2 on a Friday and every other Thursday.

Mrs Gemma Cronan has returned to pre-primary in a part-time role sharing with Mrs Susannah Le Messurier.

Mrs Mel Devries has returned to the front office in place of Mrs Awena Jervis.

### **Ms Awena Jervis**

Having suffered an aneurysm and stroke on 1 June, Awena is making a remarkable recovery. She is now receiving care at home.

# Floreat Park Primary School P&C Association



## Buildings and grounds update

Item	Due completion date	Comment
Playground		Completed
Room 6 and 8 windows		Completed
STEM room		Completed
External painting		Completed
Senior school toilet upgrade		Completed
Reticulation of oval		Completed
Gardeners Shed	Due for installation end of August	P&C shed will need to be relocated. Currently finding a spot.

The playground is complete although we have kept it roped off to minimise sand and dirt from the oval contaminating the new sand. Having discussed the budget with Kim at our pre-meeting, we would like to propose that any left over money set aside for the vegetable garden, is put towards purchasing roll on turf for the outside of the new playground. Tony will measure and cost this up.

We have applied to the Department for a \$25 000 grant for shade sails. The criteria for being successful are not in our favour but we have put forward a strong case. If this is not successful we have submitted a funding request for your consideration.

The playground will come in over the \$70 000. I am hoping to know how much more it will be before the meeting in order to submit a request for the extra funds.

## Parent, student and staff survey 2018

All government schools are required to conduct a survey of the community (staff, students and parents). There are set survey questions and a facility to add additional questions on other topics. The school is considering adding a few more in specific areas. The Board and P&C will conduct a separate survey.

## Business Plan

A Flexibuzz has advertised two meetings to launch the new business plan. Posters are also up around the school. We are targeting parents of students who will be at the school for the next three years so they are informed of the school's direction. Meetings are Tuesday 7 August 9 – 10am and Tuesday 14 August 7 -8am. It would be great to see as many parents there as possible in particular those who will be at the school for the next three years.



### **Funding requests**

1. Long jump pit surrounds
2. Safety House presentation pre-primary to Year 4
3. Bike education – proposal that moving forward we adopt a more sustainable approach. The skill of riding a bike supports a healthy lifestyle and sustainable transport practices. Many children at Floreat ride bikes to school and in their leisure time. The bike education program on offer is highly practical, runs over several weeks and covers aspects of skills, bike care and safety on roads. Feedback from students is very positive. This proposal is built on the fact that most students will be at the school for year 3 and/or year 5. The school applies for a Sporting Schools grant for the maximum of \$2700 for Year 5 in Term 2 and Year 3 in Term 4. The difference between the grant and the full cost of the program is split between the P&C and parents in that year with the amount being added to their term account. This can be separately listed on the contributions and charges sheet. If we are unsuccessful with a grant, the cost of the program is split between the P&C and parents. The P&C therefore need to budget for the worst case scenario and the school will do the same and list on the contributions and charges. As there are four Year 3 classes the cost will be \$6050. If we are successful with the grant residual costs will be \$3350. Cost to year 3 parents \$1675 (divided by total number of year 3 students). P&C subsidy \$1675. If we are unsuccessful with the grant costs will be as follows: P&C subsidy \$3000; cost to parents \$3050 (divided by total number of year 3 students).
4. Shade sails
5. Grass around the playground (to be approved for use; funds have already been approved for gardening pertaining to the vegetable beds)

Graduation: Kim and I had a preliminary discussion about Graduation this year. We have the largest cohort graduating for many years (83 students) which puts pressure on financials that may require further consideration from the P&C.

### **Disco**

We are very happy to support a school disco. The children really enjoyed last year's event. Year 6 raised this in their suggestion box and I assured them that the event was being considered. Kim and I have had initial discussions on a date that fits in with school and community events.

### **End of year concert**

We are planning this for Term 4 Week 8: Thursday 29 November is the provisional date. Time 5 – 7 on the oval. BYO picnic. This may be an opportunity for the P&C to put on some extra 'treats'.

Many thanks as always for the support of the P&C.



Jane Rowlands

## 6.0 OTHER

### Request for P&C Funding 1

Summary of Request	Funding of Sports Trophies and Ribbons
Prepared By	Kim Batina
Request Date	3/8/2018
Date Funds Required	ASAP
Amount Requested	\$2000
Learning Area	Sport
Year Level/s	PP – Yr 6

#### Describe what you would like to purchase with the funds requested

Traditionally, the P&C fund the purchase of trophies and ribbons for the athletics and swimming carnivals. This is usually included in the P&C budget as part of our annual running costs, much like the Banksia and Graduation costs are. Last year and this year they were missed. We would like to start contributing to these costs again by funding \$2000 for this year's trophies and ribbons. The cost will be put back into the budget from 2019.

#### Describe how this will benefit the school and/or children

Ribbons and trophies are given to the children for coming 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> in individual and team events. Pre-primary children also get participation ribbons. Trophies are for runner up and champion boy and girl in the different age groups. Receiving these awards are a recognition of their effort and the children love wearing them during the event.

#### Has some of the cost been funded by other means (school reserve/grant/DoE etc) and if so, please give details

No

#### Is there anything else we need to know to support the request? Please attach any supporting documents/quotes.

No

Floreat Park Primary School  
P&C Association





## Request for P&C Funding 2

<b>Summary of Request</b>	<b>Funding for Safety House Drama Performance</b>
<b>Prepared By</b>	Rod Cohen
<b>Request Date</b>	21/8/18
<b>Date Funds Required</b>	ASAP
<b>Amount Requested</b>	\$300
<b>Learning Area</b>	Protective Behaviours
<b>Year Level/s</b>	PP – Yr 4

Describe what you would like to purchase with the funds requested

As part of Safety House month Safety House WA offer roadshow to promote the message.

Please describe how this will benefit the school and/or children

Through the roadshow the children will learn protective behaviours and how to access the safety houses in their location.

Has some of the cost been funded by other means (school reserve/grant/DoE etc) and if so, please give details

N/A

Is there anything else we need to know to support the request? Please attach any supporting documents/quotes.



## Request for P&C Funding 3

<b>Summary of Request</b>	<b>Funding to deliver Bicycle Education for Year 3 Students</b>
<b>Prepared By</b>	Mark Walters
<b>Request Date</b>	03/08/18
<b>Date Funds Required</b>	Immediately
<b>Amount Requested</b>	\$1675 or \$3000 (see below)
<b>Learning Area</b>	Health and Physical Education
<b>Year Level/s</b>	Year 3

### Describe what you would like to purchase with the funds requested

We have been running Bike Education at Floreat Park Primary School since 2016. The course is delivered to Year 5 students in Term 2 and Year 3 students in Term 4. It is run by Floreat parents Richard Woods and Jim Green who deliver the program through Let's Ride, Nedlands. The course is of excellent quality and includes many extras which Richard and Jim have included. Most notable is the ability for students to borrow bikes if they cannot bring one to school or if their bike is not roadworthy. The course covers all aspects of road and cycle safety and includes a parent information session at the beginning and homework.

We apply for a grant from Sporting Schools Australia that part funds the course. The grant is currently \$2700. This leaves a gap which is currently paid for by the school and the Town of Cambridge (TOC). As more local schools take up Bike Education, the amount offered by TOC will need to be spread further and therefore we will receive less. Additionally, Sporting Schools Grants are not a certainty and have been known to close with little or no notice.

Our proposal is that moving forward we adopt a more sustainable approach. This proposal is built on the fact that most students will be at the school for Year 3 and/or Year 5.

We propose that the difference between the grant and the full cost of the program is split between the P&C and parents in that year with the amount being added to their term account. This can be separately listed on the contributions and charges sheet.

If we are unsuccessful with a grant, the cost of the program is split between the P&C and parents. The P&C therefore need to budget for the worst case scenario and the school will do the same on the contributions and charges. As there are four Year 3 classes the cost will be \$6050. If we are successful with the grant residual costs will be \$3350. Cost to year 3 parents \$1675 (divided by total number of year 3 students \$19 per child). P&C subsidy \$1675. If we are unsuccessful with the grant costs will be as follows: P&C subsidy \$3000; cost to parents \$3050 (divided by total number of year 3 students \$34 per child).





Please describe how this will benefit the school and/or children

With nearly every Floreat student having access to a bike and a high number of students riding to and from school, the program has immense benefits with regards to student safety. Students who have completed the course are far more able to practise safe cycling and identify potential risk.

Has some of the cost been funded by other means (school reserve/grant/DoE etc) and if so, please give details

The Town of Cambridge are great supporters and contribute towards the program from a pot of money that is shared between all of the local schools. The remainder of the money is normally secured via a grant from Sporting Schools.

Is there anything else we need to know to support the request? Please attach any supporting documents/quotes.

Bike Education is an excellently run program which is very valuable to our students and community. Alongside road, water, personal and cyber safety it helps our children make good choices and stay safe.



## Request for P&C Funding 4

Summary of Request	Materials to build a long jump pit.
Prepared By	Rod Cohen
Request Date	7/8/18
Date Funds Required	ASAP
Amount Requested	\$144.78
Learning Area	P.E.
Year Level/s	Yr 1 - 6

Please describe what you would like to purchase with the funds requested

Timber and stakes required to hold the sand in a long jump pit.

Please describe how this will benefit the school and/or children

Due to the installation of the new play equipment, a new long jump needed to be built in preparation for the athletics carnival.

Has some of the cost been funded by other means (school reserve/grant/DoE etc) and if so, please give details

Digging of the pit and the provision of the sand gratis.

Is there anything else we need to know to support the request? Please attach any supporting documents/quotes.

Labour provided by the school gardener and Kye Morgan. Bunnings Invoice attached.



## Request for P&C Funding 5

Summary of Request	Funding for Shade Sails
Prepared By	Mark Walters
Request Date	03/08/18
Date Funds Required	Immediately
Amount Requested	Between \$13,000 and \$18,000
Learning Area	Play Spaces
Year Level/s	All

### Describe what you would like to purchase with the funds requested

Following the successful selection and installation of our new play equipment, we are exploring avenues for the funding of shade sails.

We have applied for a grant of up to \$25,000 from The Department of Education to fund this. Whilst a strong case has been put forward, we have applied for this grant previously and been unsuccessful.

3 quotes have been received to install shade sails over the new equipment these range from: Coolshades: \$10,700, Westcoast: \$15,150, One Shade: \$15,251

Quotes to repair 2 of the 4 damaged sails over the existing equipment are about \$2,000

We will also have each shade sail over the equipment taken down each winter to prolong their life at the cost of about \$800 per year.

### Describe how this will benefit the school and/or children

The importance of sun safety is a priority at Floreat. Our students wear hats all year round. Shade sails over the new equipment will ensure children are protected from the sun and stop the metal equipment from becoming too hot to play on in the summer months.

### Has some of the cost been funded by other means (school reserve/grant/DoE etc) and if so, please give details

As mentioned above, the school has applied for a Department Of Education grant of up to \$25,000. We will be informed of the outcome in the coming few weeks.

### Is there anything else we need to know to support the request? Please attach any supporting documents/quotes.

Quotes can be viewed upon request



## Discussion Topic : Reusable plates and containers

A parent has suggested the school or P&C purchase a large amount of reusable cups/plate/cutlery for the school. Via the canteen it could be used for whole school events, the camping trips at the end of the year and perhaps start offering canteen options that can utilise them. Sets could be hired for parties and club functions outside of the school.