

## Minutes of P&C Meeting

Dated: 4 November 2015

**Purpose:** General meeting  
**Meeting date:** 4 November 2015  
**Recorded by:** Robyn Landau  
**Location:** South Perth Primary School Staff Room

**Meeting #:** 6  
**Start time:** 7.40pm  
**Finish time:** 10.05pm

**Attendees:** Stephanie Cook (Chair)      Robyn Landau      Penny San Martin      Stephen Lau      Karen Owens (Principal)  
 Kirstie Kemble      Tara Cochrane      Louise Peovitis      Tammy Grayden      Lanny Leman  
 Kathryn van Beuren      Maria Woronzow      Bronwyn David      Jaquie Porter (part)      Joanne Fitzsimons (part)

**Apologies:** Marsha Young, Alastair Cook, Marie Stoner, Sam Taylor

Item	Business	Moved; Seconded <i>(where applicable)</i>	Action
	<b>WELCOME</b>		
1	<p><b>ACCEPTANCE OF PREVIOUS MINUTES</b></p> <p><i><b>MOTION:</b> Minutes of general meeting held on 12 August 2015 be accepted as a true and accurate record.</i></p> <p>It was noted that the second meeting of Term 3 was not held due to a lack of a quorum. The documents circulated prior to that scheduled meeting are attached as Appendix A.</p>	Penny San Martin; Stephanie Cook Passed	
2	<b>BUSINESS ARISING FROM GENERAL MEETING</b>		
2.1	<p><b>Present for Daryl Mansfield (10/06/15, 12/08/15)</b>                      The Committee noted that money has been collected. Marie's plan is to get a framed picture of the school bell for Mr Mansfield.</p>		<i>Marie to get present.</i>
2.2	<p><b>Domain Name Registration (12/08/15)</b>                      The President reported that the P &amp; C now has it's own domain: southperthspandc.org.au. Because the P &amp; C has elected not to create a separate website to the school, the domain will redirect to the P &amp; C's page on the school website. However, purchasing the domain name allows the P &amp; C to set up email addresses for members of the Committee and create an online space to securely store the association's data and allow Committee members to collaborate online. The President has set up emails for a subset of the Committee and created some calendar entries and shared documents as a trial and requested that any feedback be provided to her.</p> <p><i>Jacqui Porter joined the meeting.</i></p>		
2.3	<p><b>Art Auction Liquor License (12/08/15)</b>                      The Committee noted that a liquor license is not needed given the numbers expected at the event and the restriction of alcohol sale to two hours.</p>		

2.4	<p><b>Readathon &amp; GST (12/08/15)</b> The GST has been paid by the P &amp; C. The Treasurer requested that this issue be borne in mind in the planning stages if another Readathon is held.</p>		
2.5	<p><b>Food Handling Course (12/08/15)</b> The Committee noted that Marie Stoner has completed the updated course.</p>		
4.2	<p><b>REPORTS</b></p>		
4.2.1	<p><b>President's Report</b> The President reported that sponsorship is being considered and discussed by a School Board Sub-Committee. The Board has invited the P &amp; C to contribute. The President advised that anyone interested in attending the Board Sub-Committee meeting should let her know. The President is also happy to attend the meeting.</p>		
4.2.2	<p><b>Secretary's Report</b> Nothing to report.</p>		
4.2.3	<p><b>Communications</b> In abeyance.</p>		
4.2.4	<p><b>Website</b> The following was circulated prior to the meeting: The new school web site is nearing readiness for going live. I will send a link to the P&amp;C on Monday evening. Please keep a look out for it, as I would love any feedback at the meeting. I will include any relevant notes when I send out the link.</p> <p>Jacque Porter confirmed, as emailed prior to the meeting, that as the Principal was unexpectedly away from school they were not able to meet to finalise some details required before circulating the link. Jacquie also reported that the developer has confirmed that further development can be purchased in five hour lots and used as needed on a progressive basis.</p>		
4.2.5	<p><b>Fundraising</b> <i>(circulated prior to the meeting)</i></p> <p><i>Readathon (from Jo)</i></p> <ul style="list-style-type: none"> <li>• Two invoices were received last term from the Readathon company which were passed onto Penny for payment</li> <li>• Revenue was \$13,301.97</li> <li>• Cost of incentive prizes and GST \$4,389.65</li> <li>• Cost of admin fees plus GST \$1,463.22</li> <li>• Total profit = \$7,499.12</li> <li>• 169/400 students took part, with Room 6 having the highest number of readers</li> <li>• 2/3 raised funds via cash, 1/3 raised on line.</li> </ul>		

Thanks to:

- Penny and Kathryn who lodged funds as they came in
- Bronwyn and Michelle Richardson who helped sort the prizes
- a group of class reps and Robyn who helped distribute the prizes
- Julie and Janine at the front office who kept tabs on all those sponsorship forms
- Karen who was a great advocate of the Readathon and who provided important direction when needed.

***Entertainment Book*** (from Lanny)

I have ended the sales of the entertainment book. Although if anyone still wants to buy them, our website is still open. We have sold 83 memberships (60 books & 23 digital) and raised \$1079. Total Money transferred to P&C so far = \$1066 (\$13 short as there was another purchase after I transferred). I believe there's an error in the Entertainment Book's calculation, that THEY OWE us \$26. My calculation lists that WE OWE \$52. Therefore I will transfer \$65 to P&C.

***Art Exhibition and Auction*** (from Bronwyn)

The planning for the event is going well. Artworks have been created, tickets are being sold, catering is booked. The P&C needs to approve the expenditure of \$1000 by the committee for the event. If you can help out on the evening, please let Joanne Fitzsimons know. We will need people at the door checking tickets on entry, people serving and selling drinks, washing up volunteers, and people on the cashier's desk to sell red stickers and then to take money for live auction purchases.

***Christmas Markets*** (from Bronwyn)

As soon as the Art Exhibition and Auction is over, the Fundraising Committee will stagger onto the next event - the Christmas Markets on Tuesday 8 December. Planning and prize collection is underway for the Christmas raffle. The raffle will be run under section 103 of the Gaming and Wagering Commission Act 1987 (the Act) as a "small private lottery". A lottery under section 103 maybe conducted legally and without the need to attain a permit, under the following criteria:

- Tickets are sold to persons who work or reside on the same premises or to members of a club and bona fide guests of that club ["guests" in the context could be regarded as people eligible to be members of our "club" - the P&C - such as parents at the school]; and
- Each prize does not exceed \$1000 in value; and
- sale of tickets or chances and draw takes place within eight days; and
- the price of every ticket is the same (\$1).

Vouchers or prizes have been obtained from or promised by Dux Restaurant, Flipside Burgers, Mill Point Book cafe, Angelo St Optometrists, Garden Affair, Loose Produce, Hopscotch and Soprano's Pizzeria. If you have a business or know a proprietor of a business who would like to donate a prize or a voucher to the raffle, please let Bronwyn David know. We plan to print books of 10 tickets and send a book of tickets home with each SPPS family, for them to buy or sell. The tickets would be given to parents on 1 December 2015, for return and prize drawing on the night of the markets (8 December, so the sale of tickets and and drawing of prizes takes place within 8 days). A sponsor could be sought to cover the cost of printing of the tickets if such sponsorship could be recognised on the raffle ticket e.g. "Printing provided by [name of company]". If the cost of printing is not permitted to be covered by a sponsor, the P&C will need to approve the expenditure of \$300 to cover printing. (Quotes have been obtained around the \$1 per book of 10 tickets mark. The number printed will depend on the number of families at the school.)

For the markets themselves, we have booked a petting zoo and animal rides. Given the variability of the weather in past years, a decision is yet to be made whether or not to book a bouncy castle, or other outdoor entertainment. We are making enquiries of professional food vendors to supply food on the night (e.g. wood fired pizza; paella, ice creams) with a donation of a percentage of profits going back to the P&C. A request will also be made to the school community for those interested in providing catering on the night. We will liaise with the choir director about the availability of the choir on the night, and with other staff regarding other entertainment, and the location of that entertainment to overcome the inevitable divide that opens up each market night between the undercover area and the amphitheatre.

Authorisation of expenditure is required of \$2000.

### **Next year**

Here is a list of the annual or bi-annual fundraising or P&C / school community events that could take place next year:

Welcome morning tea - date tbc - first week of first term

Welcome function (Bushdance or outdoor movie night) - Friday 26 February (Labour day long weekend will be the weekend after)

Mothers' Day cake stall - Saturday 7 May

Lapathon - date tbc - 2nd or 3rd term

Student Disco - date tbc - 2nd or 3rd term

Federal Election sausage sizzle - date tbc - 3rd or 4th term

Senior student quiz night - date tbc - 3rd term

Junior athletics cake stall - - date tbc - 3rd term

Christmas Markets - date tbc - 4th term

By the beginning of next year, the majority of the Fundraising Committee will have either all or some of their children at another school, and their interest in fundraising for the P&C will wane. To arrest the inevitable decline in activity by the present Fundraising Committee the Committee strongly recommends that the P&C act now to divide the next and subsequent years' fundraising tasks amongst year groups.

The present way SPPS P&C runs fundraising events - with half a dozen people running ALL the events with ad hoc help - is unsustainable. Now that we have P&C class representatives, it is time to disseminate fundraising responsibilities, as is done at other schools e.g. Subiaco Primary and Wembley Primary School:

<http://subiacops.wa.edu.au/community/parents-and-citizens/events/>

<http://www.wembleyps.wa.edu.au/parents-and-community/p-c/p-c-events>

This has the twin benefits of creating greater involvement in P&C events, and therefore interest in the P&C, and increasing the fundraising knowledge base amongst the school community.

The Fundraising Committee suggests that the fundraising responsibilities be divided as follows:

Year 1 and 6 parents - Welcome morning tea

Year 6 parents - Welcome function (Bushdance or outdoor movie night)

Year 2 and 4 parents - Icy Pole Fridays

Year 2 parents - Mothers' Day cake stall

Year 5 parents - Lapathon

Year 3 and 4 parents - Student Disco

P&C Committee - Federal Election sausage sizzle

Year 4 and 6 parents - Senior student quiz night

Year 2 and 3 parents - Junior athletics cake stall (Coffee van booking for Senior Athletics carnival could be handled by the P&C)

Year PP and 5 parents - Christmas Markets

If the P&C were to adopt this idea, it is recommended that it be done as soon as possible to give those groups with responsibility for organising the early year events time to plan, and to take advantage of the knowledge available in the present fundraising team, before they have left the building. Some of the organising will need to take place during the holidays e.g. selling tickets or advertising the functions when the uniform shop opens.

### **New Fundraising Ideas**

Whilst the School Board has started a conversation about sponsorship, which is an untapped source of funds for the school / P&C, we should continue to think of original ideas for fundraising. Just in order to put this on the table, the Fundraising Committee notes that in many schools a dance programme is run which culminates in a performance of dances by students which is used as a fundraising event - parents are charged admission to an evening where students perform a dance learned in their dance classes. There may be an opportunity for the P&C to suggest a provider who can offer this to the school and reap the fundraising rewards.

At the meeting:

- the Committee agreed with the concept of allocation of fundraising events to year groups and confirmed they are open to new events which might be suggested by Class Reps
- Maria Woronzow reported that icy poles are being sold again with the assistance of Year 5 Mums who will be happy to help next year
- alternatives to the bouncy castle were discussed. Robyn Landau will obtain a quote for bubble soccer
- Jacquie Porter suggested that name tags are used at events, particularly for P & C members. Robyn Landau will organise labels for the art auction.

**MOTION:** To approve expenditure of \$1,000 for the art auction.

**MOTION:** To approve expenditure of \$300 for printing the Christmas raffle tickets.

**MOTION:** To approve expenditure of \$2,000 for the Christmas markets.

Robyn Landau;  
Maria Woronzow  
Passed

Stephanie Cook;  
Robyn Landau  
Passed

Maria Woronzow;  
Stephanie Cook  
Passed

*Robyn to get  
quote for  
bubble  
soccer*

*Robyn to  
organise  
labels for  
name tags  
for art  
auction*

4.2.6	<p><b>Uniform Shop</b> (circulated prior to meeting)</p> <ul style="list-style-type: none"> <li>• Thorough count of inventory took place on 29 October by Marsha Young and Lynn Wood.</li> <li>• 2016 holiday opening times will be as follows: <ul style="list-style-type: none"> <li>• Wednesday 27 January 12.30 - 2.30pm</li> <li>• Thursday 28 January 9.30 - 11.30am</li> <li>• Friday 29 January 9.30 - 11.30am</li> </ul> </li> <li>• Prepaid (online) orders will be available throughout the holidays and will be available for collection during the above times. Families of existing students will be encouraged to use online purchase facilities to alleviate long queues especially during the holiday opening times.</li> <li>• The last day that the uniform shop will be open for term 4 will be 11 December 2015.</li> <li>• Uniform shop will not open this Friday 6/11 due to set-up of the Art Exhibition.</li> <li>• Marsha needs information and instructions on the proposed change to the Uniform Shop email address in advance of the new website going live.</li> </ul> <p>At the meeting, the President advised that she has given to Marsha the requested information about the email address.</p>		
4.2.7	<p><b>School Banking</b> (circulated prior to meeting) Nothing to report.</p>		
4.2.8	<p><b>Canteen Coordinator</b> (circulated prior to meeting) Nothing to report.</p>		
4.2.9	<p><b>Traffic Management</b> (circulated prior to meeting) Nothing to report.</p>		
4.2.10	<p><b>WACSSO</b> (circulated prior to meeting) Certificate of membership received for 2015/2016, invoice date: 13/5/2015 for \$781.08. Login details for P&amp;C members only is sign in: school name, password: teamwork.</p>		
4.2.11	<p><b>Early Learning</b> (circulated prior to meeting) Nothing to report.</p>		
4.2.12	<p><b>Grounds Committee</b> Tammy Grayden reported that a meeting had been held this week and advised that:</p> <ul style="list-style-type: none"> <li>• the cricket nets are nearly complete. The surface will be added next Monday and they will be ready to use by 12 November</li> <li>• relocation of the obstacle course has been discussed and will take place in due course</li> <li>• a new tree in the kindy/pre-primary area has been planted for shade using the money budgeted for the shade feasibility</li> <li>• the nature playground has moved on a bit further. A landscape architect (who is also a parent from Kensington Primary School) has made a plan which will be taken to KidSafe on 19 November to see if it meets guidelines. Consultation will follow.</li> </ul> <p>In relation to the nature playground, the Principal spoke about the need for volunteers from the community, particularly a volunteer to oversee the project. The Class Rep communication network will be used in this regard.</p>		
4.2.13	<p><b>School Board</b> The Committee noted that this position is vacant following Robyn Landau's resignation. Discussion ensued. Given Marie Stoner's position on the Board, this position will remain vacant until the 2016 AGM.</p>		

4.3	<p><b>Treasurer's Report</b>  The Committee noted the Treasurer's Report dated 4 November 2015 including the Bank Reconciliation and Statement of Income &amp; Expenditure as at 4 November 2015. The Treasurer queried an unidentified deposit last Friday of \$387.90 for which Maria Woronzow provided details.</p>		
5	<b>CALL FOR GENERAL BUSINESS &amp; PRIORITIES FOR MEETING</b>		
6	<b>GENERAL BUSINESS</b>		
6.1	<p><b>Gwen Ettles Graduation Prize</b>   <i>MOTION: To approve expenditure of \$35 for the Gwen Ettles Graduation Prize.</i></p>	Bronwyn David; Robyn Landau Passed	
7	<b>OTHER BUSINESS</b>		
7.1	<p><b>Budget Items</b>  The Committee discussed ideas for making the budget process more productive. The Principal mentioned that she had been considering a different approach in relation to the school's wish list; perhaps not including smaller items on the wish list but rather seeking assistance from the P &amp; C with big ticket items. The President asked the Committee to think about this issue so that a detailed discussion can be held at the next meeting.</p>		<i>Robyn to place on agenda for next meeting.</i>
8	<p><b>NEXT MEETING</b>  General Meeting, Wednesday, 2 December, 2015, Staff Room</p>		

## Appendix A